Recruitment – Applicant Activity and Applicant Hire

March 2003

Contents – Applicant Activity and Applicant Hire

Overview

THE APPLICANT ACTIVITY PAGES AND APPLICANT HIRE

Use the Applicant Activity pages to monitor and track all applicants and to Hire an Applicant to a position.

In this Section:

1. An overview of the pages and fields for Applicant Activity and Applicant Hire
2. Actions include:
   a) Linking an Applicant record to a Requisition record
   b) Routing - entering the ID and Date to whom the resume was sent
   c) Entering Interview information in Routing
   d) Entering Interview Schedule Data
   e) Entering Offer Data
   f) Review and enter the required fields for a successful applicant
   g) Generate an Offer letter for the successful applicant
   h) Generate a Salary Offer Worksheet
   i) Generate a Job Requisition/Hire Request
   j) Generate the Selection Log
3. Complete the Applicant Hire

Note:

In the following pages the "**Field Type"** codes refer to the following descriptions:

Type	Description
CB	Check Box
LU	Look up
VL	Value List
DT	Date
LINK	Link

The LBNL Recruitment Team

Complete Applicant and Applicant Activity data are the most important information sets in the recruitment module. This data is critical to the processing of records and to institutional reporting. The Recruitment Team is available to assist Hiring Mangers and HR Center staff. The Team contacts are listed below.

Recruiter Name	Ext	Email	Level 1
Lori Fong	7509	LGFong@lbl.gov	Recruitment Manager
Amy Pagsolingan	5277	AVPagsolingan@lbl.gov	AL EE EG EH ES
Elizabeth Terrazas	2828	EMTerrazas@lbl.gov	GN PB
Sheril Miura	5327	SKMiura@lbl.gov	AF CH LD MS NS PH
Steven Johnson	2902	SJohnson@lbl.gov	AD CF FA HR OP NE
Tristan Hidalgo	2511	TVHidalgo@lbl.gov	CR CS IC LS

Add or Update Applicant Activity

Use this procedure to open an existing Applicant record to update or add the Applicant activity.

Important: Before Adding an Applicant Activity record – *Always Search* for duplicate records!

Send email to HRIS@lbl.gov for correction of duplicate applicants.

Search: Use the Applicant Activity / Find an Existing Value page to search for duplicate applicants.

Roadmap

Develop Workforce >Recruit Workforce(GBL) >Use >Applicant Activity

Search Procedure

1. Select **Use**>**Applicant Activity**
   The Find an Existing Value page will display
2. Enter a partial name in the Name field and click **Search**.

3. Select an Applicant. The Applicant Activity-Requisitions page displays.
   a. If an Applicant ID row and an Employee ID row are returned for the person, use the Employee ID.
   b. If multiple lines are returned for a single Applicant ID, use the applicant line with the most recent Application Date.
   c. If two different Applicant ID's exist for an individual, use the Applicant ID with the most recent Application Date and send an email to HRIS@lbl.gov with duplicate ID number and name.
   d. If the individual is an employee and no Empl ID is found, you must add applicant data using the Empl ID number.

The Applicant Activity-Requisitions page displays.

Note: Some employees will have both an A number and an employee number. This cannot be avoided.

4. Update or add Applicant Activity for linking, routing, interview and offer as defined on the following pages.

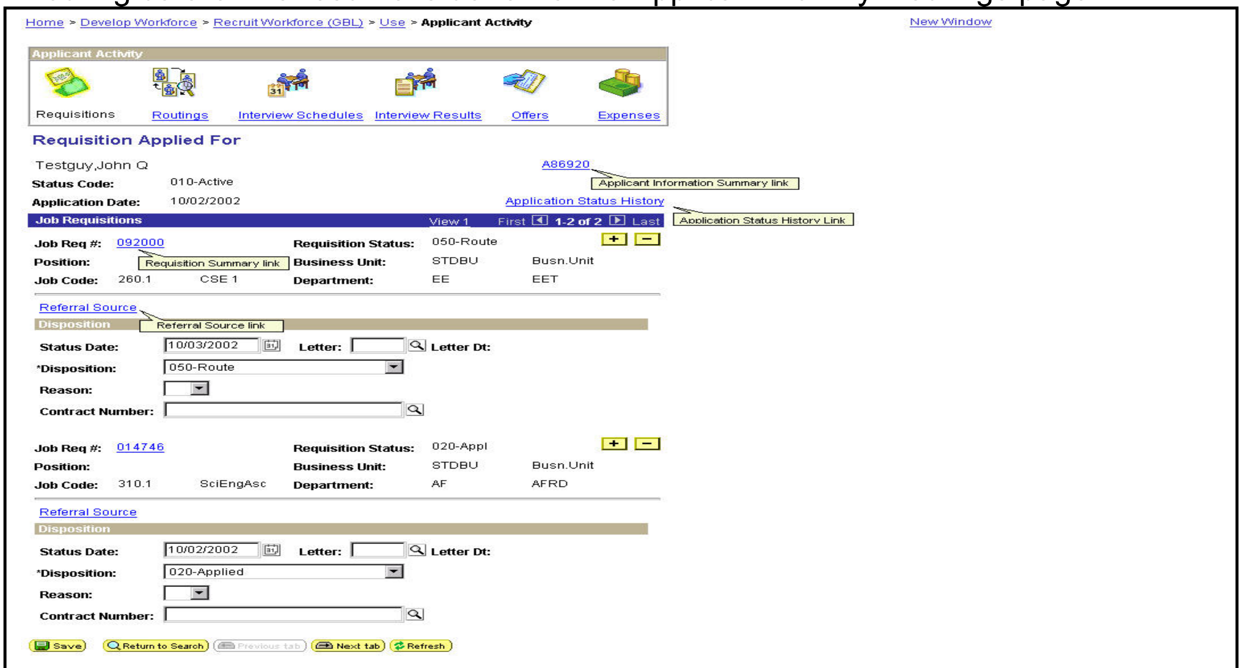
5. When data update is complete, click **Save** to save your changes.

Applicant Activity-Requisitions

Develop Workforce >Recruit Workforce(GBL) >Use >Applicant Activity

The Recruitment Team will identify Job Seekers who are minimally qualified for a position, these Job Seekers will be considered to be Applicants. Their applicant record is attached to the appropriate Requisition and their resume is routed to the Originator of the Requisition.

The attachment or "linking" of an Applicant to a Requisition is done via the Applicant Activity-Requisitions page or the Applicant Data-Application Requisition page. Routing data of the resume is done via the Applicant Activity-Routings page.



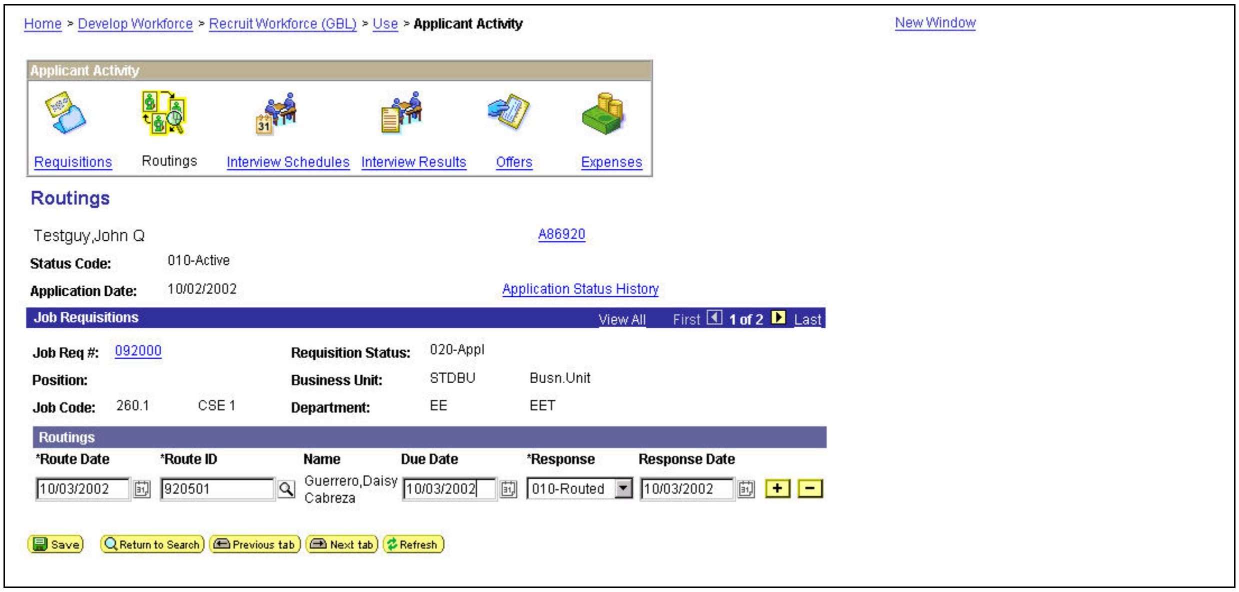
Req	Field Name	Type	Description
	Applicant Information Summary	LINK	NOT USED
	Applicant Status History	LINK	NOT USED
*	**Job Requisition Number**	VL LINK	**ADD**-Select from the value list **UPDATE**-NOT USED
	Referral Source	LINK	NOT USED
	Disposition Status Date	DT	ADD-Defaults to current date UPDATE-Auto-fills. Date of Hire, Refusal, Rejection, etc.
	Letter Code	LU	Leave blank
	Letter Dt	DT	Leave blank
	Disposition	VL	ADD-Leave blank, this will auto-fill with 020-Applied when you link Update-Select from value list
	Disposition Reason	VL	ADD-Leave blank. Auto-fills UPDATE- If applicant not selected for job, enter Rejected Reason
	Contract Number	LU	Leave blank - NOT USED

Note: If an applicant is no longer available or interested in the position, enter "withdrawn". This is an action initiated by the applicant not Berkeley Lab.

Applicant Activity-Routings

Develop Workforce >Recruit Workforce(GBL) >Use >Applicant Activity

The Recruitment Team will use the Applicant Activity-Routings page to record who and when an applicant's resume, work samples or application are sent to another person for review.



Req	Field Name	Type	Description
	Applicant Information Summary	LINK	NOT USED
	Applicant Status History	LINK	NOT USED
	Job Req #	LINK	NOT USED
**	**Route Date**	DT	**ADD**-Date Resume was forwarded to Hiring Supervisor
**	**Route ID**	LU	Hiring Supervisor (Requisition Originator) Employee ID
	Due Date	DT	Leave Blank
	Response	VL	**ADD**-Defaults to 010-Routed **UPDATE**-Insert a new row to set up the applicant record for interview, use "020-Intvw" in order to enter an interview date*, or enter "110-Reject".
	Response Date	DT	**ADD**-same as Route Date **UPDATE**-Enter date of response

**Required for Selection Log for all applicants interviewed.

* Interview row must be set up here in order to enter the "date of interview" in the "Schedule Interview" page. Schedule Interview is located under Use >Schedule Interview.

Applicant Activity-Interview Schedules and Interview Results Pages

The Applicant Activity-Interview Schedules page displays interview schedule information for interviews that have been scheduled for the Applicant. Scheduling of interviews is done via the Schedule Interviews page, discussed later in this section.

The Applicant Activity Interview Results page is NOT USED.

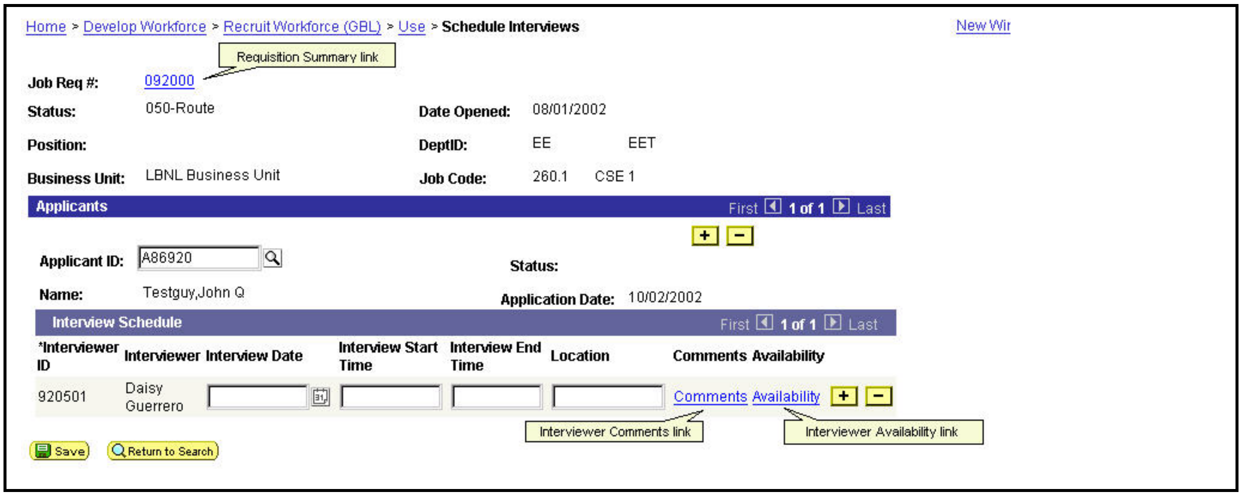
Schedule Interviews

Send the dates for completed interviews to the Recruitment Team for data entry.

Important Note: A row for "Interview" must be set up in the Applicant Activity- Routing must be set to "020-Intvw" before an interview date can be entered.

Roadmap

Develop Workforce >Recruit Workforce(GBL) >Use >Schedule Interviews



Req	Field Name	Type	Description
	Job Req #	LINK	NOT USED
**	**Interviewer ID**	LU	First interview defaults to the Requisition Originator. Enter for all applicants interviewed
**	**Interview Date**	DT	Enter for all applicants interviewed
	Interview Start Time	--	NOT USED
	Interview End time	--	NOT USED
	Location	--	NOT USED
	Comments	LINK	NOT USED
	Interviewer Availability	LINK	NOT USED

**Required for Selection Log for all applicants interviewed.

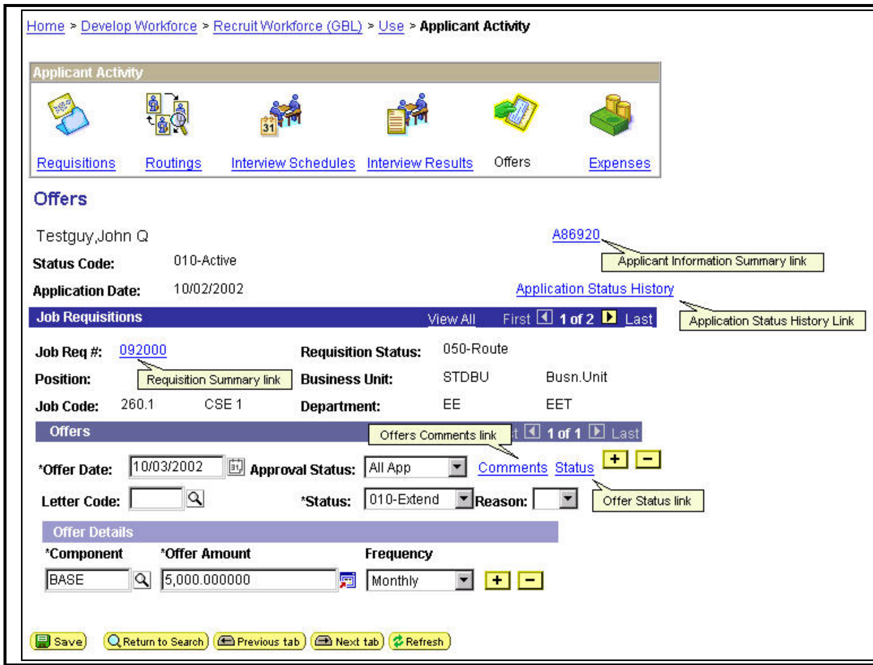
Applicant Activity-Offers

Roadmap

Develop Workforce >Recruit Workforce (GBL) >Use >Applicant Activity

When an offer is extended the HR Centers use the Applicant Activity-Offers page to track the date, amount, and details of the offer.

Insert a row for each Offer extended to the Applicant. Update the Offer Status with the Applicant's response to the Offer (i.e. Accepted, Rejected)



Req	Field Name	Type	Description
	Applicant	LINK	NOT USED
	Application Status History	LINK	NOT USED
	Job Req #	LINK	NOT USED
**	**Offer Date**	DT	Date of Offer Letter – defaults to current date
	Approval Status	VL	NOT USED. Defaults to All Approved
	Comments	LINK	Links to the Offer Comments page for Hire Justification
	Status	LINK	Links to the Offer Status page
	Letter Code	LU	OFR – Default is blank. Do not edit.
*/-	**Status**	VL	ADD – Defaults to 010-Extend UPDATE – Enter Applicant's response to the offer – "020-Accept", "110-Reject"
	Reason	VL	Enter Reason if Offer is rejected (status = 110-Reject)
*	**Component**	LU	Use Look up for base comprate, select "salary" and for other payments select as necessary.
**	**Offer Amount**	--	Enter
**	**Frequency**	VL	Select

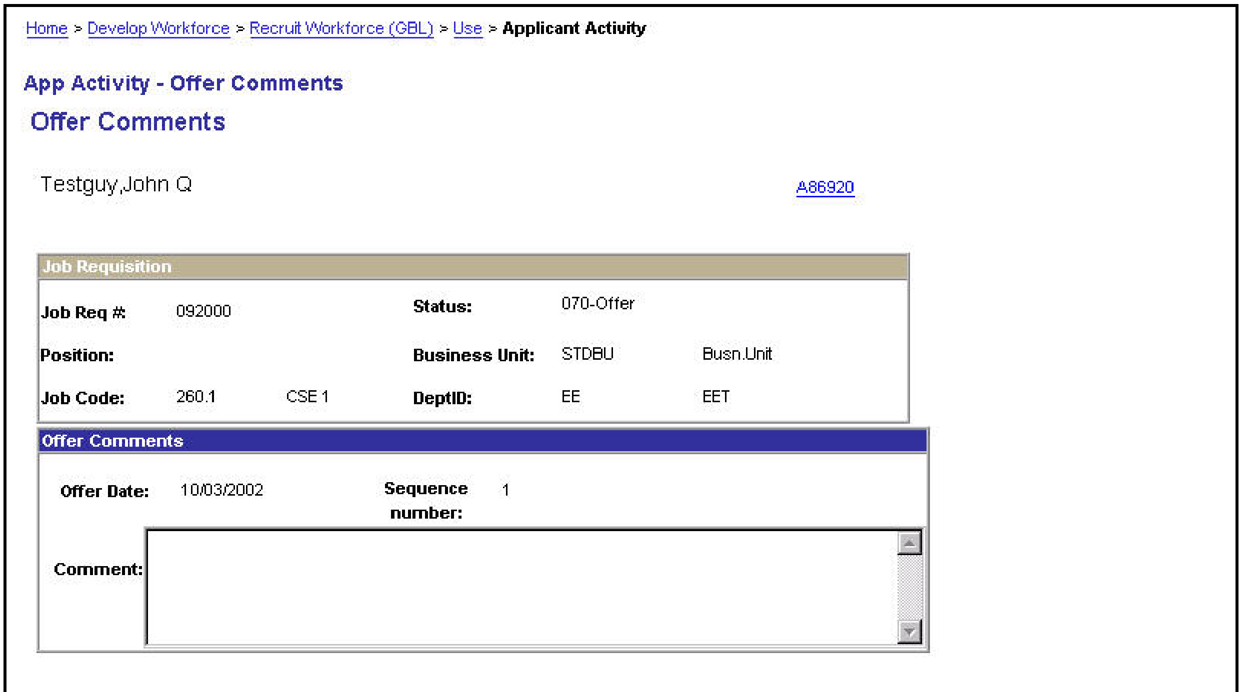
**Required for Job Requisition/Hire Request Form and/or Offer Letter for successful applicant.

- Enter these fields <u>only</u> after the job is officially accepted. It will change the Job Req. Status to "Ready to Hire" and other applicant status to "Hold"

Applicant Activity-Offers Comments

Roadmap

Develop Workforce >Recruit Workforce (GBL) >Use >Applicant Activity



Home > Develop Workforce > Recruit Workforce (GBL) > Use > **Applicant Activity**

App Activity - Offer Comments

Offer Comments

Testguy,John Q A86920

Job Requisition

Job Req #:	092000		**Status:**	070-Offer
Position:			**Business Unit:**	STDBU Busn.Unit
Job Code:	260.1	CSE 1	**DeptID:**	EE EET

Offer Comments

Offer Date: 10/03/2002 **Sequence number:** 1

Comment:

Req	Field Name	Type	Description
**	**Offer Date**	DT	Auto-fills from Offer Date
**	**Comments**	--	Enter Justification for HIRE (appears on Job Requisition/Hire Request and Salary Offer Worksheet)

**Required for Job Requisition/Hire Request Form and/or Offer Letter for successful applicant.

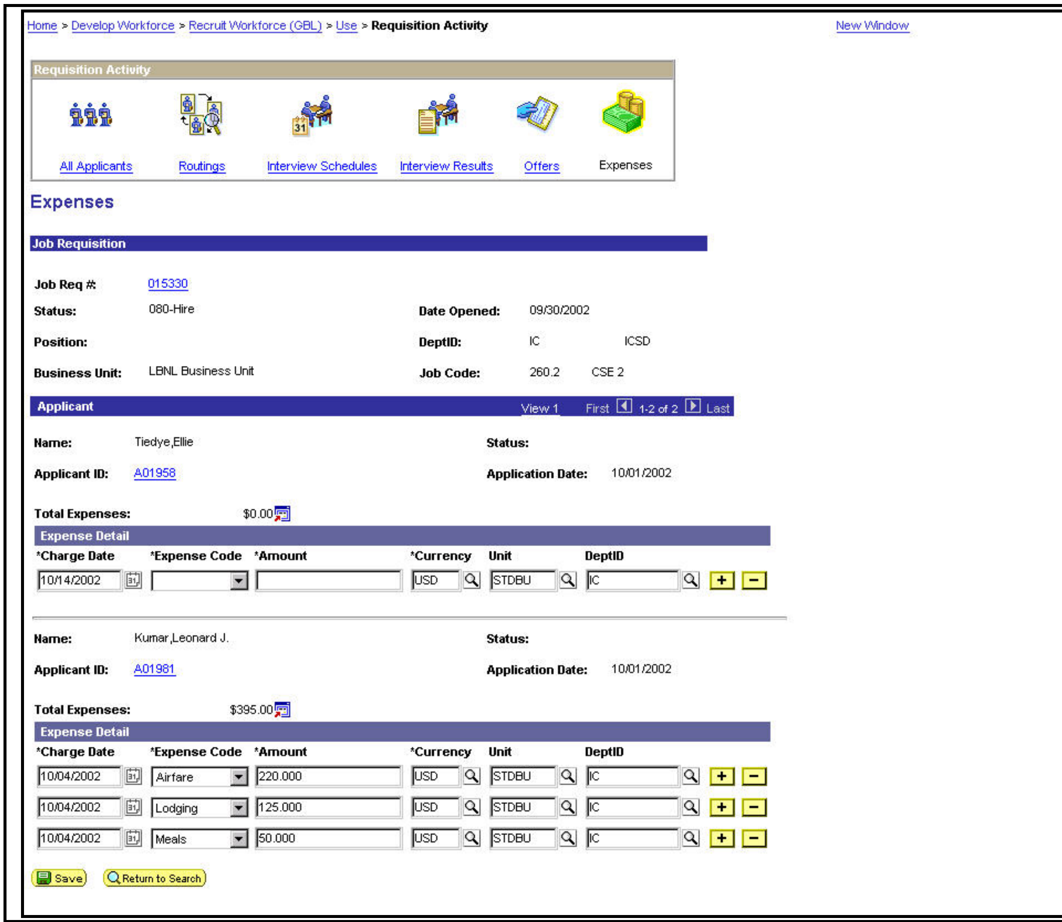
Applicant Activity-Expenses

Roadmap

Develop Workforce >Recruit Workforce (GBL) >Use >Applicant Activity

Use the Applicant Activity-Expenses page to track the expenses you've incurred from recruiting an Applicant. The HR Center staff will update this page.

THIS PAGE IS OPTIONAL



Req	Field Name	Type	Description
	Charge Date	DT	Enter if Desired
	Expense Code	VL	Enter if Desired
	Amount	--	Enter if Desired
	Currency	LU	Defaults to USD (US dollars). Do not change
	Business Unit	LU	Defaults to STDBU
	DeptID	LU	Enter if Desired (Level 1). Defaults to Level 1 of the Requisition

Using Requisition Activity Page

The requisition activity page is a great on-line reference that is directly related to the Applicant Activity pages. The following pages are part of a single component and provide the most current data for any given job requisition or job code:

- Requisition Activity-All Applicants
- Requisition Activity-Routing
- Requisition Activity-Interview
- Requisition Activity-Offers
- Requisition Activity-Expenses

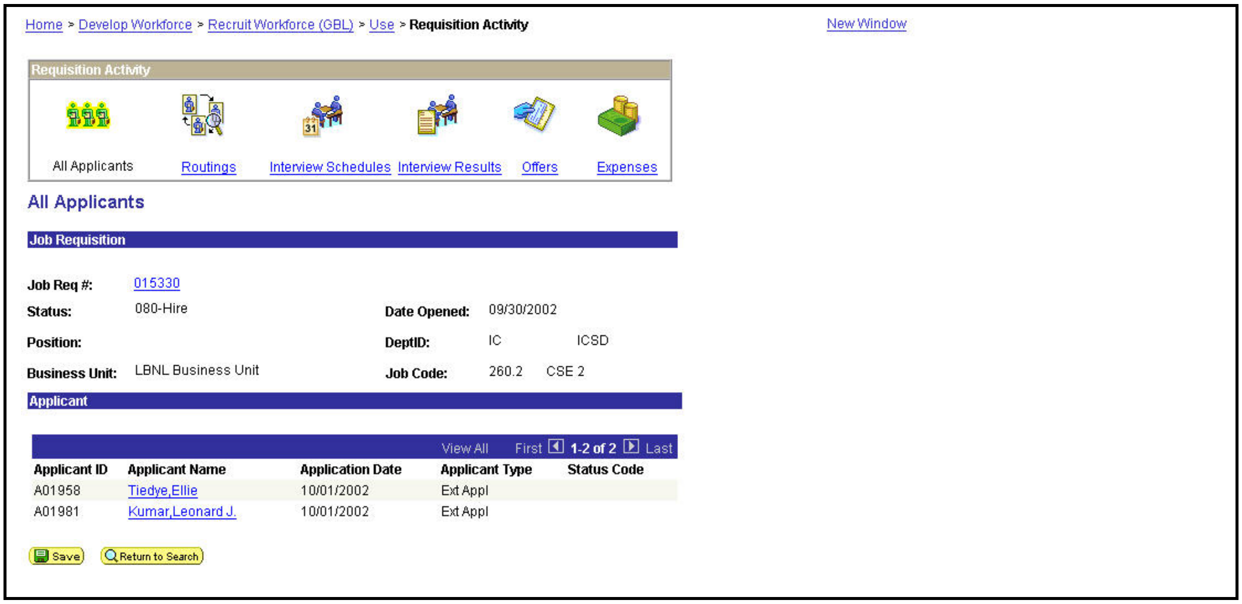
Roadmap

Develop Workforce>Recruit Workforce (GBL) > Use > Requisition Activity

NOTE: Interview Results Page is NOT USED

Requisition Activity-All Applicants

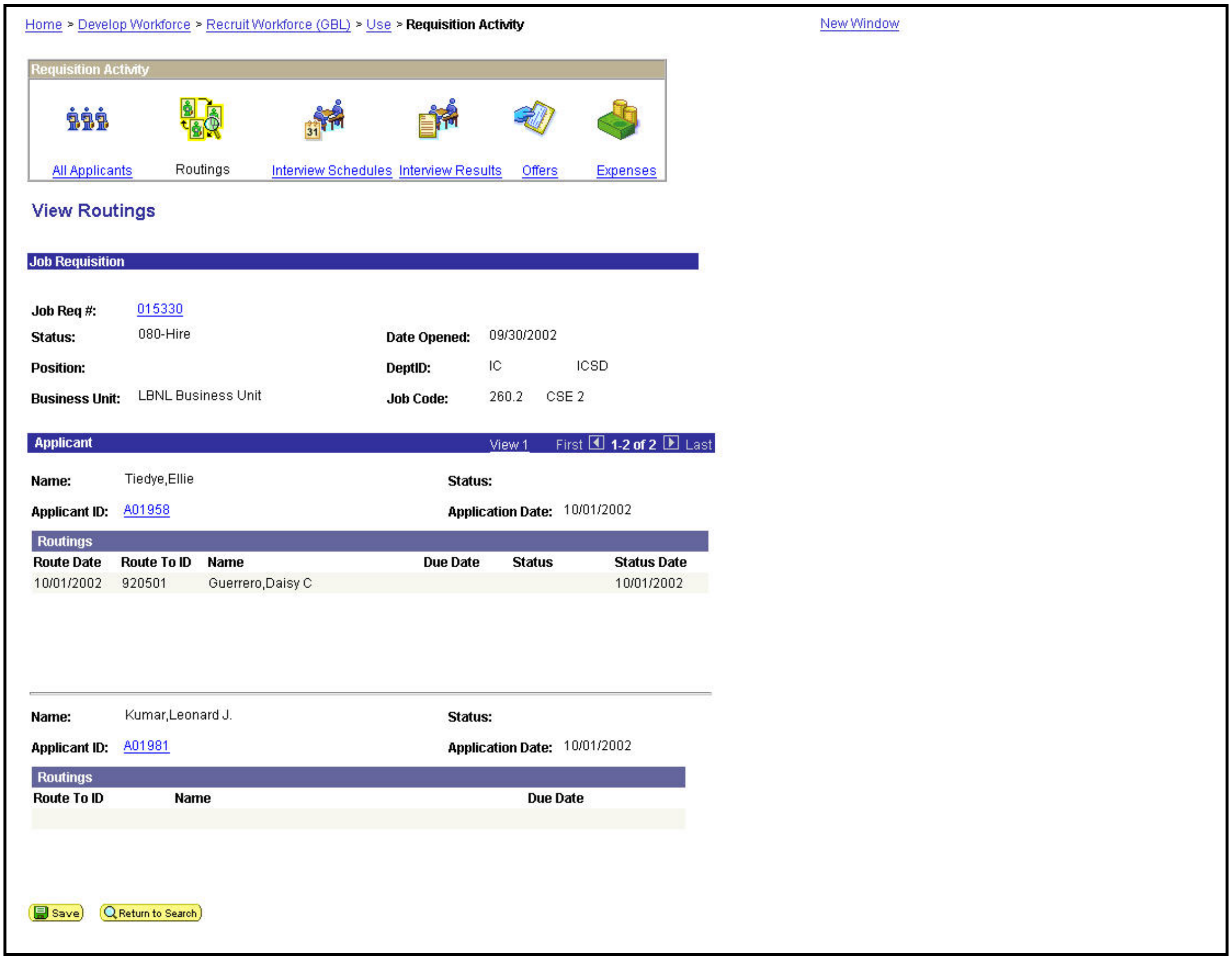
Use the Requisition Activity-All Applicants page to see all Applicants linked to a given Requisition.



Applicant ID	Applicant Name	Application Date	Applicant Type	Status Code
A01958	Tiedye,Ellie	10/01/2002	Ext Appl	
A01981	Kumar,Leonard J.	10/01/2002	Ext Appl	

Requisition Activity-Routings

The Requisition Activity-Routings page provides an on-line summary of which Applicants' resumes have been routed for this Requisition.



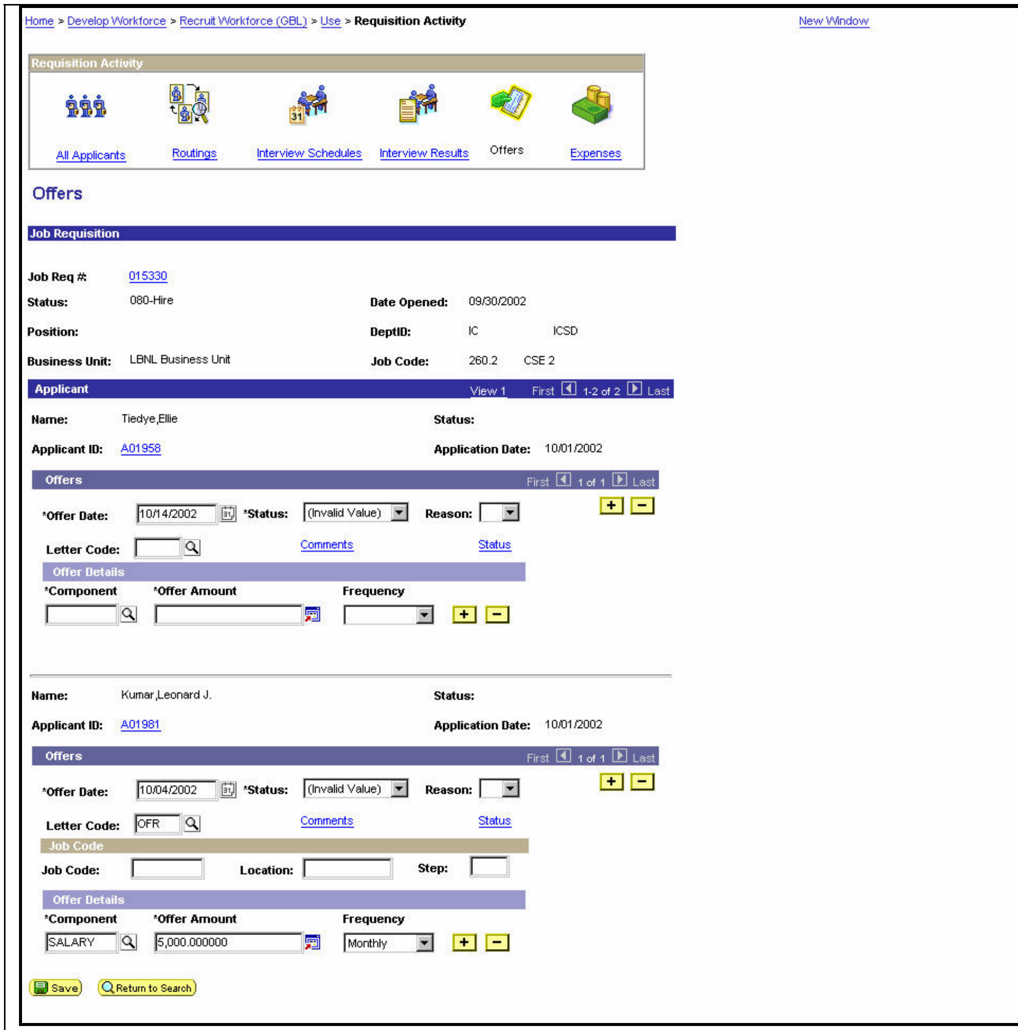
Requisition Activity-Interview Schedules

Use the Requisition Activity-Interview Schedules page to view interviews that have been scheduled for the Requisition.

Requisition Activity-Offers

Use this page to view a summary of all the employment offers extended for this Requisition.

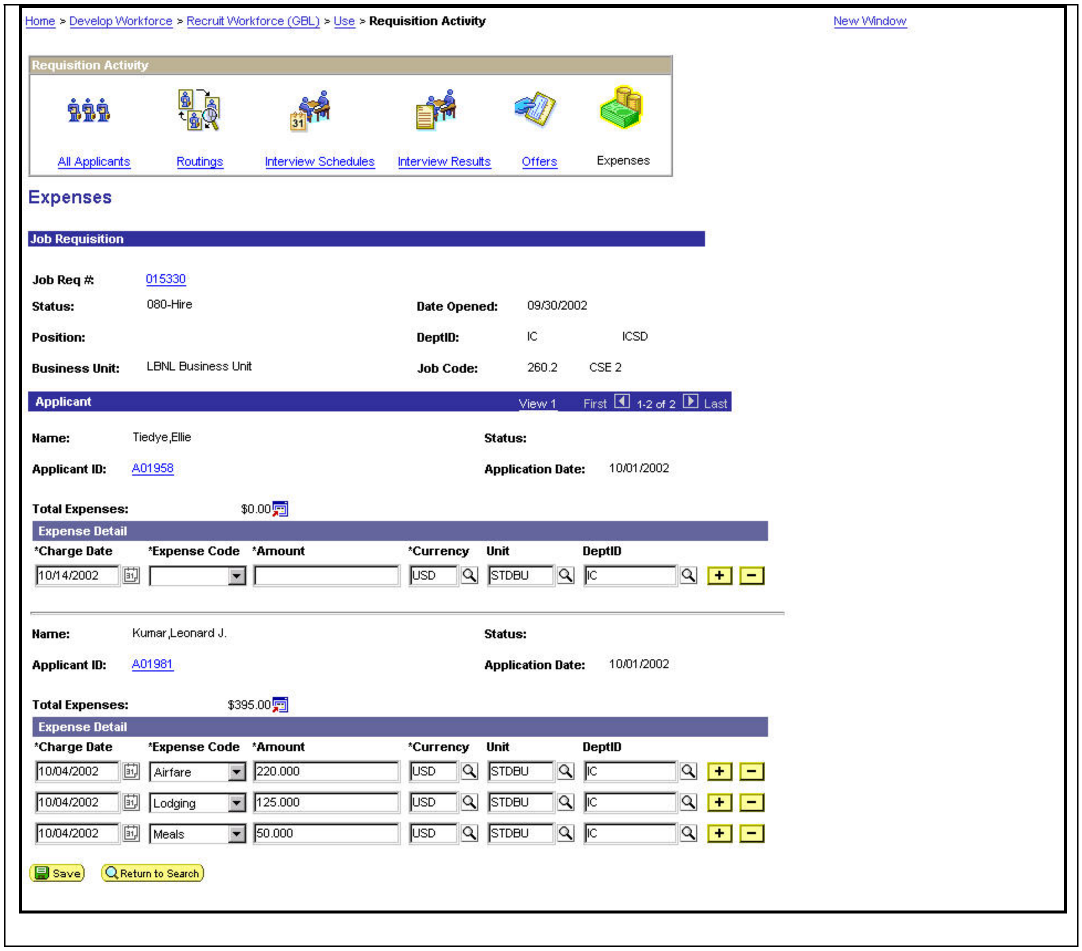
IMPORTANT NOTE: This page should not be used to enter Offer data.



Requisition Activity-Expenses

Use this page to review expenses associated with a requisition.

IMPORTANT NOTE: This page should not be used to enter Expense data.



Recruitment Process Checklist

☐ **Step 1** Open the Job Requisition in HRIS and notify the Recruitment Team. If signatures are required, print the Job Requisition Crystal report. Report output must be "PDF".
Develop Workforce >Recruit Workforce (GBL) > LBNL Reports >Job Requisition

To post jobs on the web and hard copy CJO, select the "post on web" checkbox. The new position will be posted to the web immediately after the new requisition is saved.

☐ **Step 2** Skill-based searches for qualified applicants are done by the Recruiter. Resumes received directly by field staff or hiring manages should be sent to the Recruiter to be included in the Applicant Tracking System.

☐ **Step 3** Minimally qualified applicant records are linked to job requisition by the Recruitment Team on the Requisitions page. Insert Requisition # and Date.
Develop Workforce>Recruit Workforce (GBL)>Use> Applicant Activity>Requisitions

☐ **Step 4** Recruitment Team enters information on who the resume was sent to on the Routing page. Enter Route ID and Route Date.
Develop Workforce>Recruit Workforce (GBL)>Use> Applicant Activity>Routing

☐ **Step 5** Division conducts interviews and selects qualified applicant for offer and checks references.

☐ **Step 6** Recruitment Team enters the information on who was interviewed on the Routing page. Enter interview ID, status, and date.
Develop Workforce>Recruit Workforce (GBL)>Use> Applicant Activity>Routing

☐ **Step 7** Recruitment Team enters Interview Date information on the Schedule Interview page.
Develop Workforce>Recruit Workforce (GBL)>Use> Schedule Interviews

☐ **Step 8** Enter prior work experience in the Recruitment Module on the Prior Work Experience page. Include Start/End Date, Employer, Ending Job Title, and Ending Pay Rate (with Frequency).
Develop Workforce >Recruit Workforce (GBL) >Use > Prior Work Experience

☐ **Step 9** Enter all offer information in the Applicant Activity – Offers page of HRIS. Include justification for the hire (and salary justification, if required) in the "comments" field of the offer page. Also include a hire bonus justification if it applies.
Develop Workforce >Recruit Workforce (GBL) >Use >Applicant Activity>Offers

☐ **Step 10** Print the Job Requisition / Hire Request. Report output must be "Web/PDF").
Develop Workforce >Recruit Workforce (GBL) >LBNL Reports >Job Requisition

☐ **Step 11** Print Salary Offer Worksheet. Report output must be "Web/PDF".
Develop Workforce>Recruit Workforce (GBL)>LBNL Reports>Salary Offer Worksheet

☐ **Step 12** Obtain division approval signatures for offer. If hiring a career staff scientist or a Sr. Division Fellow, check the RPM for approval requirements.

cont…

☐ **Step 13** Create an Offer Letter. Use the letter templates and optional paragraphs found on the Human Resources web site under the HR Staff Forms password protected area at http://www.lbl.gov/Workplace/HumanResources/forms/

Note: If offer is for a foreign scholar, the Division HR staff will mail a hard copy and e-mail offer letter to the applicant. Simultaneously, the HR Center will forward the file to IRSO where the verbal offer is made. IRSO will complete steps 14 through 20 then send the folder to payroll.

☐ **Step 14** Extend the verbal offer. Mail offer letter package to applicant.

☐ **Step 15** Once acceptance has been obtained, contact applicant for: social security number, date of birth, emergency contact, gender, and ethnicity.

☐ **Step 16** Update Applicant Activity.

- Confirm that all other applicants tied to this job show a "Rejected Reason" on the Requisitions page.
- Update the Offer Status on the Offers page with Response = "020-Accept" (disposition status auto-fills when offer is accepted)
- Ensure that Job Requisition status is "Filled" and removed from web and hard copy postings.

☐ **Step 17** Enter the future-effective dated hire record, using the Hire Applicant page. (Note: max of 2 weeks prior to start date)

- ALWAYS allow the system to auto-assign the employee ID.
- Complete all fields in all pages of Hire Applicant in sequential order.
- Effective date on Name, Address, Personal Profile, Work Location, and Employment Data pages **MUST** be the new employee's start date.
- Ethnic Group and Gender should never be "blank", if unknown or undeclared, enter unknown rather than leaving the field(s) blank.
- Once all data entry is complete and verified, save the record and note the new employee number.
- Remember to enter Emergency Contact and Education Data in Administer Workforce.

☐ **Step 18** Once all new hire information has been entered; print the Employment form from the Recruitment module.
Develop Workforce >Recruit Workforce (GBL) >LBNL Reports >Employment Form
Output destination must be "Web/PDF".

HR Centers should highlight any missing data on the Employment Form. Write FICA eligibility on Employment Form in pen.

☐ **Step 19** Schedule individual start appointment with New Start Coordinator in Bldg. 65 for new employee's start date. Note: This may also be scheduled during the verbal offer.

cont…

☐ **Step 20** Send employee file to New Start Coordinator prior to individual start.

☐ **Step 21** Run the "Selection Log" Report. Output destination must be "Web/PDF".
Develop Workforce >Recruit Workforce (GBL) >LBNL Reports >Selection Log

☐ **Step 22** Create closed job file.

Closed job file must contain the following items:
- Hire Request
- Job Posting Description
- Selection Log

End of process.

Hire Checklist for GSRA, Temp, Student Assistant, Faculty or Visiting Faculty Appointments

These positions do not require a job posting and are not included in the laboratory regulatory reporting. The Laboratory requires that the hardcopy file for persons hired in these positions contain at minimum:

- A Job Requisition/Hire Request form and
- An Offer Letter.

Procedure:

1. Create a Job Requisition. Uncheck the "Show on Web" button.
   Develop Workforce >Recruit Workforce (GBL)>Use>Job Requisition(LBNL)
2. Add Applicant Data – all required fields
   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Data > Applicant Contact Info

   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Data > Applicant Application Info

   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Data > Source Information
3. Link the Applicant to the Job Requisition using Applicant Activity-Requisitions page.
   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Activity > Requisitions
4. Enter the Applicant Activity-Routing data and Interview data.
   Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Activity > Routings
5. Enter Interview Date information.
   Develop Workforce >Recruit Workforce (GBL) > Use > Schedule Interviews
6. Enter Offer information.
   Develop Workforce>Recruit Workforce(GBL)>Use>Applicant Activity>Offers
7. Generate the Salary Offer Worksheet (as needed).
   Develop Workforce >Recruit Workforce (GBL) >Use> LBNL_Reports>Salary Offer Worksheet
8. Generate the Job Requisition/Hire Request form.
   Develop Workforce >Recruit Workforce (GBL) > LBNL Reports >Job Requisition
9. Generate the Offer Letter.
   Develop Workforce >Recruit Workforce (GBL) > Use >Offers

   Note: If offer is for a foreign scholar, the Division HR staff will mail a hard copy and e-mail offer letter to the applicant. Simultaneously, the HR Center will forward the file to IRSO where the verbal offer is made. IRSO will complete steps 10 though 13 then send the folder to payroll.
10. When you receive the acceptance of the offer, update Applicant Activity-Offer with Status "Accept"
    Develop Workforce >Recruit Workforce (GBL) > Use > Applicant Activity > Offers
11. Do the Applicant Hire.
    Develop Workforce >Recruit Workforce (GBL) > Use > Hire Applicant

12. Complete the Education and Emergency Contact data in the Administer Workforce Module.

13. Print the Report: Employment form. Send entire file to the New Employee Start Office in building 65.
    Develop Workforce >Recruit Workforce (GBL) > LBNL Reports >Employment Form

Rehire Process for All Employee Classifications

Only the Payroll Department may insert a REHIRE row in the HRIS System. This is done for all employee classifications where the person already exists in the system. Whether you are hiring a guest or contract worker as an LBNL employee or a former LBNL employee is returning to work, they would both require a REHIRE action in the system.

All rehire actions must be sent to the Payroll Department for data entry. An Employment Form is required to assure that all the data is accurately captured in the rehire records.

How to Generate the Rehire Employment Form

The Rehire Employment Form must be created in the old way using the FileMaker Pro system. Sorry! All other actions for the rehire are done in the HRIS Recruit Workforce (GBL). Be sure that you complete the applicant activity pages, generate the Job Requisition/Hire Request and Selection Log.

Warning! Complete all applicant activity up to and including the offer information. Do not mark the offer as accepted. Generate the Job Requisition/Hire Request before you mark the Applicant Activity-Offer page as Offer “Accepted”. This will mark the applicant record as “Ready to Hire” and all others attached to the requisition as “Hold”. After this you can generate the Selection Log report.

After sending the Employment Form to payroll for a Rehire action, the Job Requisition must be filled / closed manually.

1. Once all Applicant Activity is entered – Requisition, Routing, Interview, Offer “Accepted”
2. Create REHIRE form
3. Get approvals and process paperwork.
   a) Payroll will enter the Rehire action.
4. Only AFTER payroll has completed the data entry can the Applicant Activity and Job Req be completed.
   a) Go to Applicant Activity/Requisition page.
   b) Change Disposition to “090- Hired”. This will automatically change Requisition Status to “filled”. (A warning will appear stating, “The new status indicated is not an allowable status change. Most likely, this new status is set by the system at the completion of a recruitment phase.) Click OK.
5. Complete the Job Closeout process.

Hiring The Applicant – Hire Applicant Pages

Once you have completed the Recruitment Process, and have proper approvals, you can enter your new hire directly into PeopleSoft. This action can be done *prior* to the employee's start, which allows you to obtain an employee ID for setup purposes.

Please do not enter new hires into the HRIS database more than two weeks prior to their start date. Once people are hired, they appear in the PeopleSoft directories allowing them to be signed up for system access that will lay dormant for months (potentially). This can lead to a security risk.

Remember that PeopleSoft IS ALSO the Payroll system. All hires put into HRIS will be paid according to the data you enter. If an employee's start date changes, or any employment data changes, it is YOUR responsibility to have the Payroll department make the correction immediately.

The Applicant Hire consists of pages used to establish the Employee ID for the new hire. The system will define the EmplID by using the Automatic EmplID Assignment feature. Navigating through the remaining pages, you'll add important personal, job, regulatory, and benefit information.

Please note that all pages in Applicant Hire must be completed prior to saving the record.

Historical Name Searches

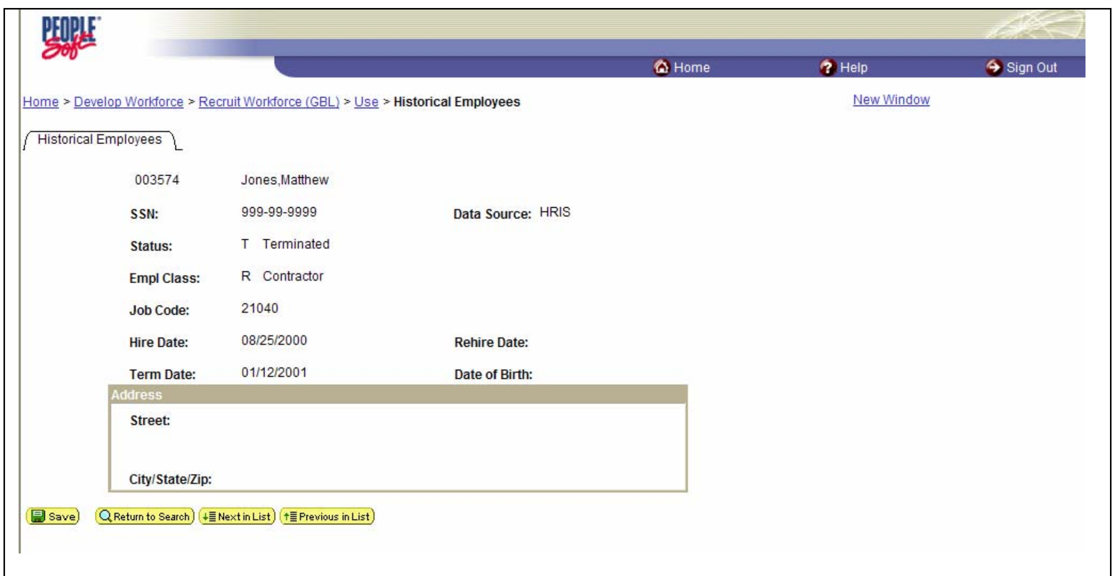
Roadmap

Develop Workforce >Recruit Workforce (GBL) >Use >Historical Employees

Procedure

1. On Historical Employees – Find an Existing Value page:
2. Select Last Name from the **Search By** value list
3. Enter the known last name or partial last name in the **Last Name** field.
4. Click **Search**.
   The Search returns a list of all current and historical employees who meet the criteria specified.
5. Click on the last name or EmplID of the record you wish to display.
   The historical data page displays for your review.

Note: PeopleSoft HRIS data was loaded as of 6/23/96. At that time all available history was loaded for active records only. For non-active records, only the most current data row was loaded.



Field Name	Description
SSN	Social Security #
Status	Most current status
Empl Class	Most recent Empl Class
Job Code	Most recent Job Code
Hire Date	Original Hire Date
Term Date	Most recent termination date
Data Source	HRIS (data record exists in HRIS) or HISTORICAL (data record is not in HRIS. The # has already been used and is in the # archive file.
Rehire Date	Most recent Rehire date
Date of Birth	Date of birth
Address	Most recent address information

Procedure to Hire an Applicant

Roadmap

Develop Workforce >Recruit Workforce(GBL) >Use >Hire Applicant

Procedure

1. **HISTORICAL NUMBER SEARCH:** The hire process should be started after the historical number search has revealed that the person really requires a new record.

2. Select Hire Applicant.
   The Hire Applicant-Find an Existing Value page displays.

3. Enter Applicant ID and click on **Search** or hit the Enter key.
   The Hire Applicant-Personal Data-Applicant Page displays

Note: The Effective date on Name, Address, Personal Profile, Work Location, and Employment Data pages MUST all be the new employee's start date.

4. Click on the "tabs" to navigate through the Hire Applicant-**Personal Data** pages and enter data as explained in the following pages of this manual.

5. Click on the **Job Data** link to access the Hire Applicant-Job Data pages. *The Hire Applicant-Job Data-Work Location Page displays.* Click on the "tabs" to navigate to through the Hire Applicant-Job Data pages and enter data as explained in the following pages of this manual.

6. Click on the **Employment Data** link to access the Hire Applicant-Employment Data pages. *The Hire Applicant Employment Data page will display.* Click on the "tabs" to navigate to through the Hire Applicant-Employment Data pages and enter data as explained in the following pages of this manual.

7. Click on the **Benefit Program Participation** link to access the Hire Applicant-Benefit Program Participation page. *The Hire Applicant-Benefit Program Participation page will display.* Enter Benefit Program Participation data as explained in the following pages of this manual.

8. When all data on all pages has been entered for the Applicant, click **Save**. An employee number will be assigned to your new hire.

Note: Possible system warnings and error messages are described on page 2-44.

Continue to Step 9…

9. Open Administer Workforce to update Emergency Contact and Education Data. Use the new hire Employee ID that was just assigned. (Procedures for can be found in the Administer Workforce Division guide)

   a. **Home>Administer Workforce>Administer Workforce Division>Use>Emergency Contact**.
      Enter Data

   b. **Home>Administer Workforce>Administer Workforce Division>Use>Track Education**
      Enter data

10. **Citizenship/Passport Data** and **Visa/Permit Data** info is entered by the IRSO office

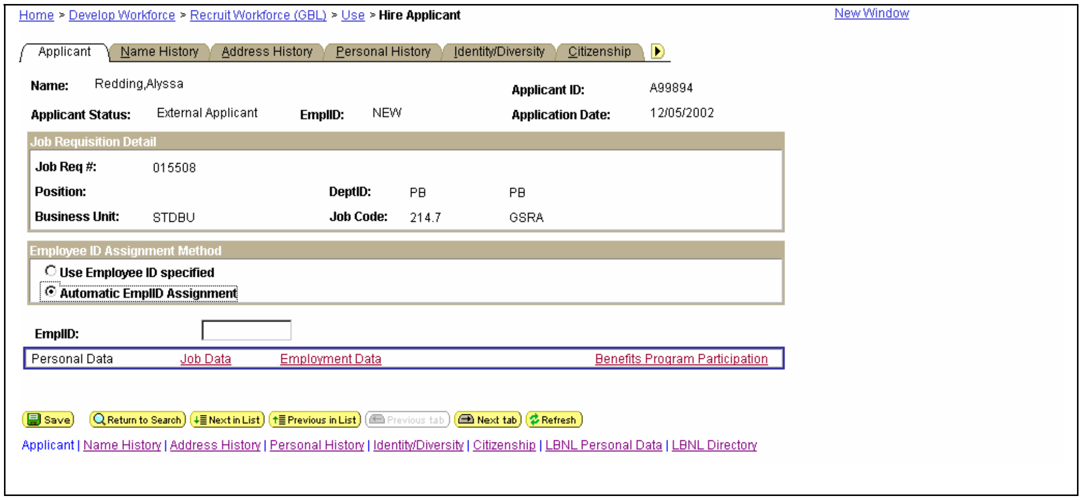
11. Print the **Employment Form** report
    Home >Develop Workforce >Recruit Workforce (GBL) >LBNL_Reports >Employment Form

***Note: You must indicate FICA eligibility on Employment Form. Write in pen.**

Indicate: Full FICA, Medicare or Exempt

Use guideline matrix as defined by Benefits Dept in the Benefits Matrix Appendix.

Hire Applicant: Personal Data – Applicant Page

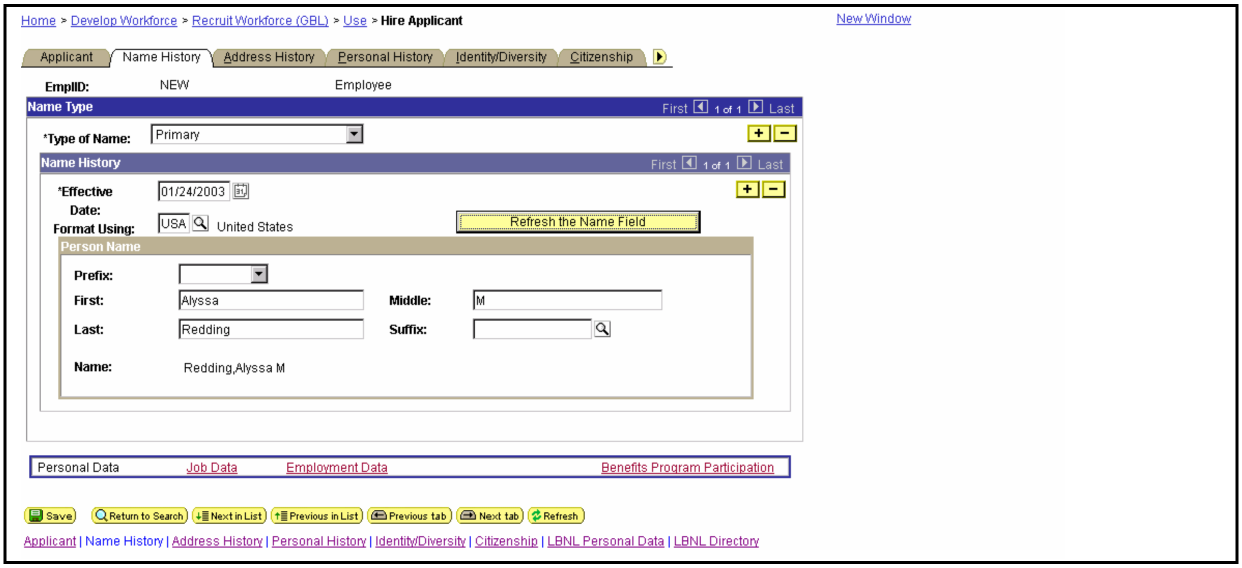


Verify the correct name and job requisition are displayed. EmplID will display as "NEW" until the hire record is "saved".

Req	Field Name	Type	Description
	Employee ID Assignment Method	CB	Only Use Automatic EmplID Assignment
	New Employee ID	--	Always Leave Blank

Hire Applicant: Personal Data - Name History Page

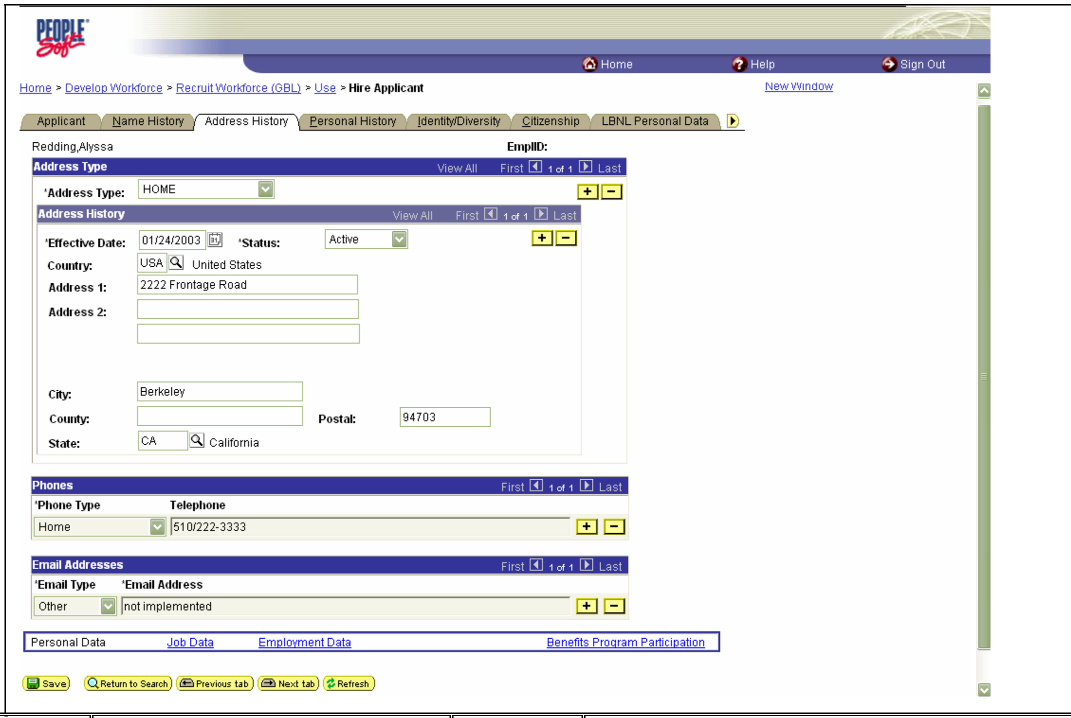
This is an Effective Dated page allowing you to track name changes.



Req	Field Name	Type	Description
	Type of Name	VL	Defaults to "Primary". Do not change.
*	**Effective Date**	DT	Defaults to current date. Edit to Date of Hire.
	Format Using	LU	Defaults to USA – do not edit
	Name Prefix	VL	Not used – leave blank
*	**First Name**	--	Auto-fills from Applicant Data or Enter (case sensitive)
	Middle Name	--	Auto-fills from Applicant Data or Enter middle name or initial (case sensitive), No period (.)
*	**Last Name**	--	Auto-fills from Applicant Data or Enter last name (case sensitive)
	Name Suffix	VL	Auto-fills from Applicant Data or Enter if necessary. For example, Jr, Sr or III. Use value list.

Hire Applicant: Personal Data – Address History Page

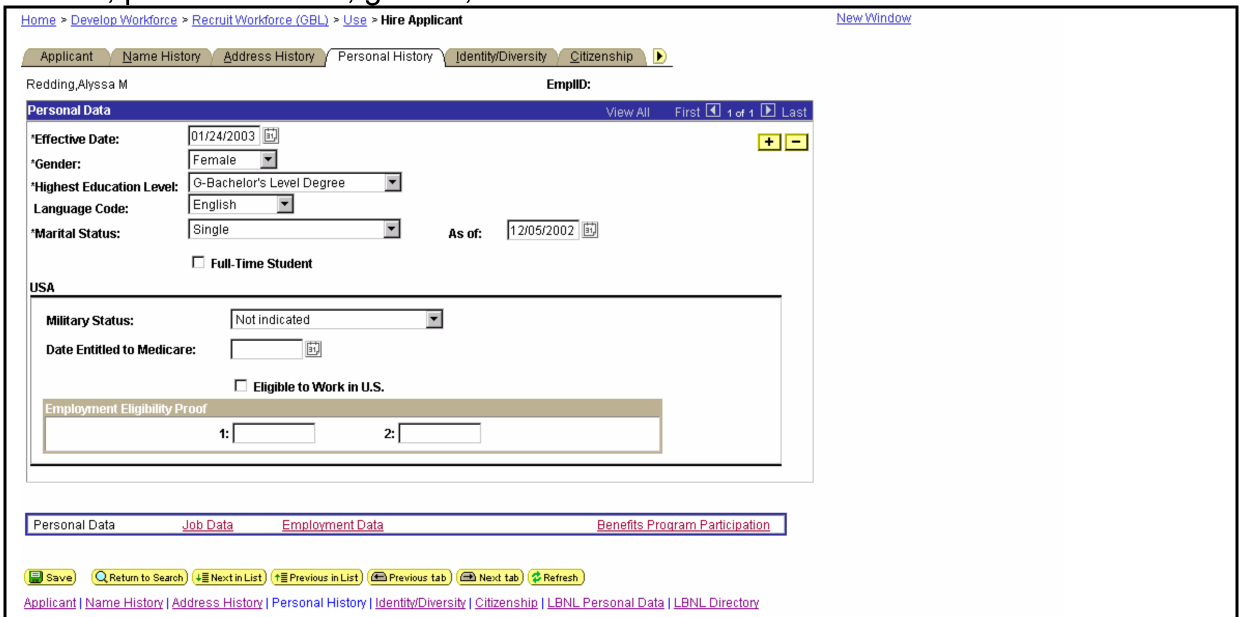
This is an Effective Dated page allowing you to track address changes.



Req	Field Name	Type	Description
*	**Address Type**	VL	Auto-fills from Applicant Data or Enter – New hire record must have “Home” address use value list. LBNL uses “Home” addresses for mailings.
*	**Effective Date**	DT	Must be Date of Hire (same as on Name History).
	Status	VL	Defaults to “Active” – effdt determines most current
	Country	LU	Auto-fills from Applicant Data or Enter Country Code, use lookup if necessary. Default: USA
	Address 1	--	Auto-fills from Applicant Data or Enter Street Address, unit number ok here – no abbreviations
	Address 2	--	Auto-fills from Applicant Data or Enter additional address info as needed
	City	--	Auto-fills from Applicant Data or Enter City Name
	County	--	Leave blank - Not Used
	Postal	--	Auto-fills from Applicant Data or Enter zip code
	State	LU	Auto-fills from Applicant Data or Enter state
	Phone Type	VL	Auto-fills from Applicant Data or Enter “Main”. Use value list. LBNL must have a “**Main**” phone type.
	Telephone	--	Auto-fills from Applicant Data or Enter home phone number for address above.
	Email Type	VL	Not Used
	Email Address	--	Not Used – private email for Gst is on Guest Info and lbl.gov accounts are on LBNL Directory.

Hire Applicant: Personal Data – Personal History Page

Use this page to record the new hire's personal information such as education status, phone numbers, gender, and marital status.

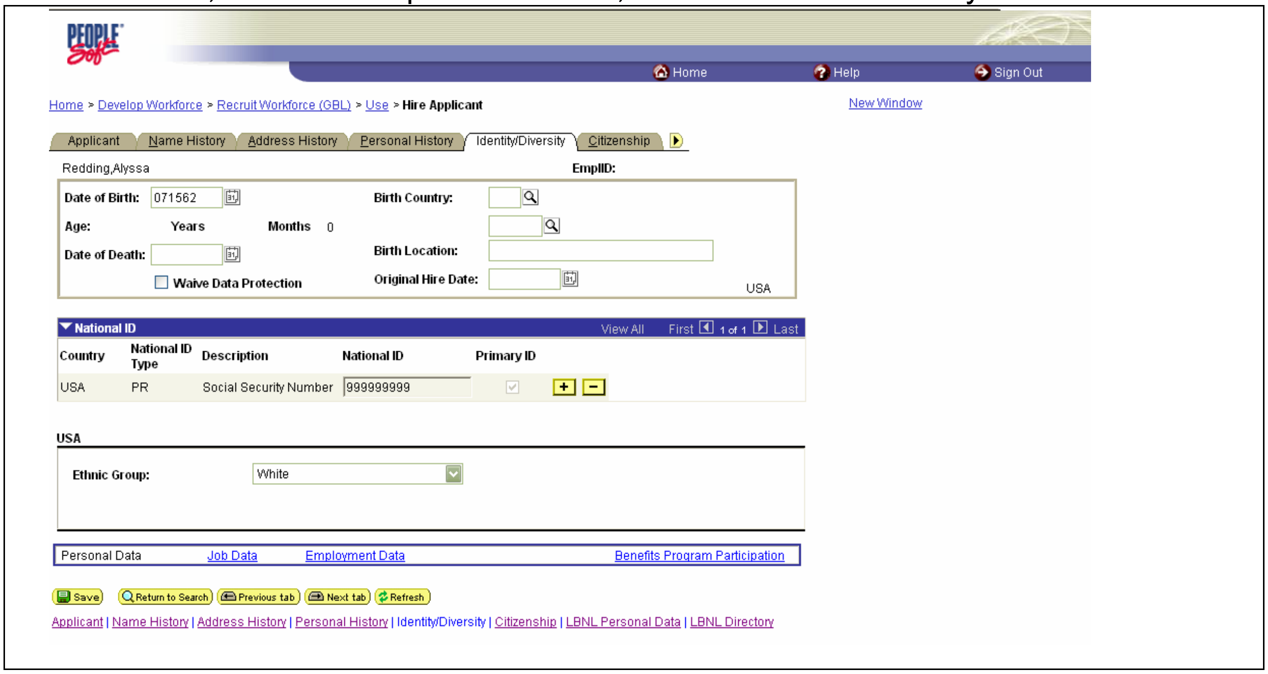


Req	Field Name	Type	Description
*	**Effective Date**	DT	Must be Date of Hire (same as on Name History page.)
*	**Gender**	VL	Enter Gender. Use value list. Must never be blank, Enter "Unknown" if employee declined to declare.
	Highest Education Level	VL	Enter "highest education level", use value list. Degree level must correspond to data entered in Admin. Workforce - Track Education page. Enter after hire action.
	Language Code	VL	Default: "English" – do not edit
	Marital Status	VL	Not Used – do not edit, Default: "Single"
	As Of	DT	Not Used
	Full Time Student	CB	Check box if employee is full time student. Note: if UC Student then check the "UC Student" checkbox on LBNL Personal Data page.
	Military Status	VL	Enter if applicable
	Date Entitled to Medicare	DT	Not Used
	Eligible to Work in US	CB	Not Used
	Employment Eligibility Proof 1	--	Not Used
	Employment Eligibility Proof 2	--	Not Used

* Required Field

Hire Applicant: Personal Data - Identity/Diversity Page

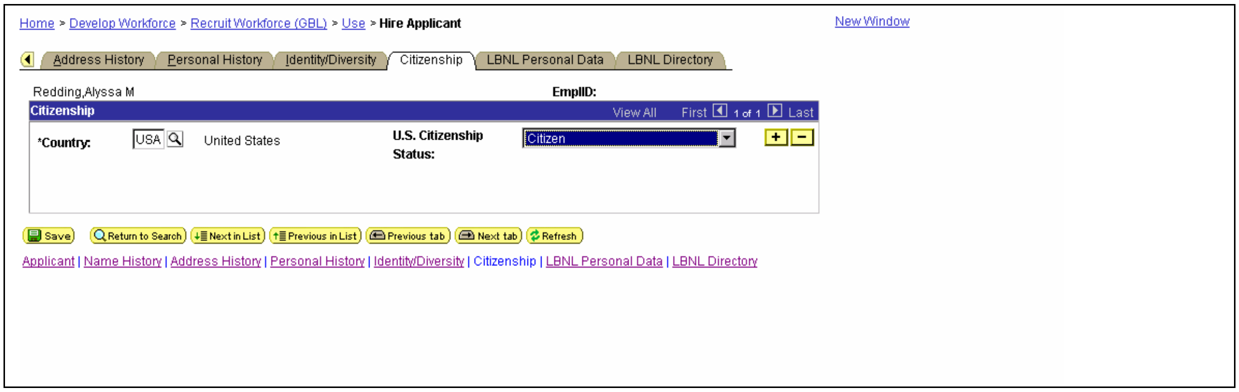
Your organization will use information here to track worker identity and diversity information, such as birthplace and date, National ID and ethnicity.



Req	Field Name	Type	Description
*	**Date of Birth**	DT	Enter Employee Birthdate (mm/dd/yyyy)
	Age	–	System will auto calculated age data as of current date, after record is saved.
	Date of Death	DT	Leave Blank
	Birth Country	LU	Enter if known, use lookup – IRSO completes if data is known
	State	LU	Enter if known, use lookup – IRSO completes if data is known
	Birth Location	–	Enter if known, use lookup – IRSO completes if data is known
	Waive Date Protection	CB	Not used
	Original Hire Date	DT	Auto fills by system after record is saved (date of first record in HRIS)
	Country	–	Default: “USA”, view only.
	National ID Type	–	Default: “PR”, view only.
	Description	–	Default: “Social Security Number”, view only
*	**National ID**	–	Enter SS#. Do not add dashes, spaces or any other formatting. Data checked for valid # and duplicates.
	Primary ID	–	Default: “checked”, view only
*	**Ethnic Group**	VL	Enter data. Use value list. If employee has declined to identify, use “unknown”. This field should not be blank.

* Required Field

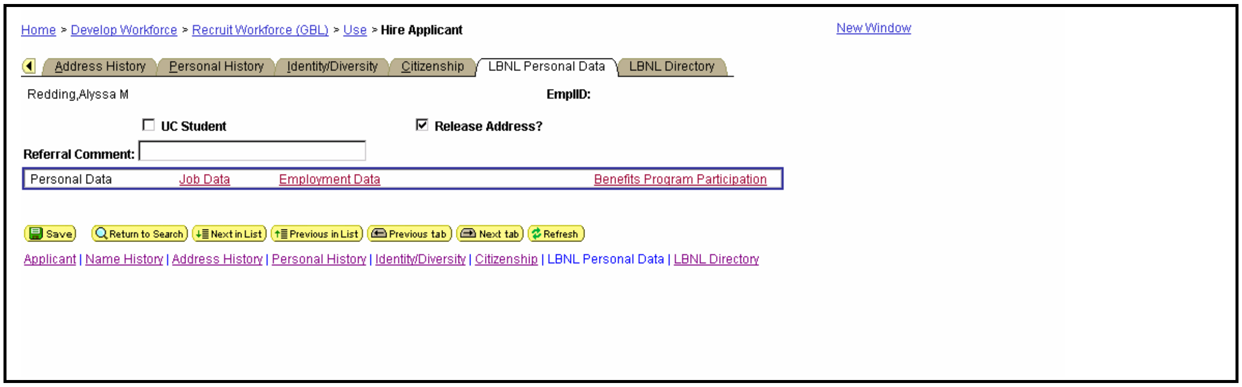
Hire Applicant: Personal Data - Citizenship Page



Req	Field Name	Type	Description
*	Country	LU	Defaults to USA, Enter Country of citizenship if known. (IRSO will maintain this data as necessary)
*	U.S. Citizenship Status	VL	Enter Status for citizenship as it relates to USA. Use value list.

* Required Field

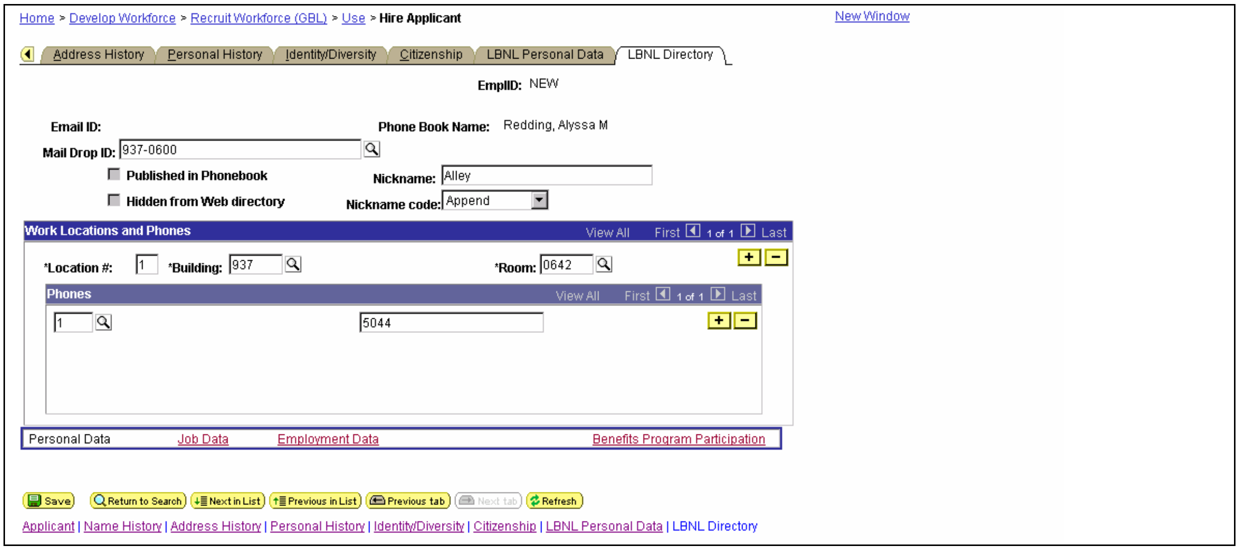
Hire Applicant: Personal Data - LBNL Personal Data Page



Req	Field Name	Type	Description
	UC Student	CB	Check if employee is at any UC campus.
	Release Address?	CB	Check if employee authorizes home address be released for official business, i.e. unions.
	Referral Comment	--	Not used

Hire Applicant: Personal Data – LBNL Directory Page

LBNL Directory contains data that is loaded for all new hires into the Laboratory directory system. After the initial load, the data is maintained by Directory Services. Updates to this information should be made via the Directory web application.



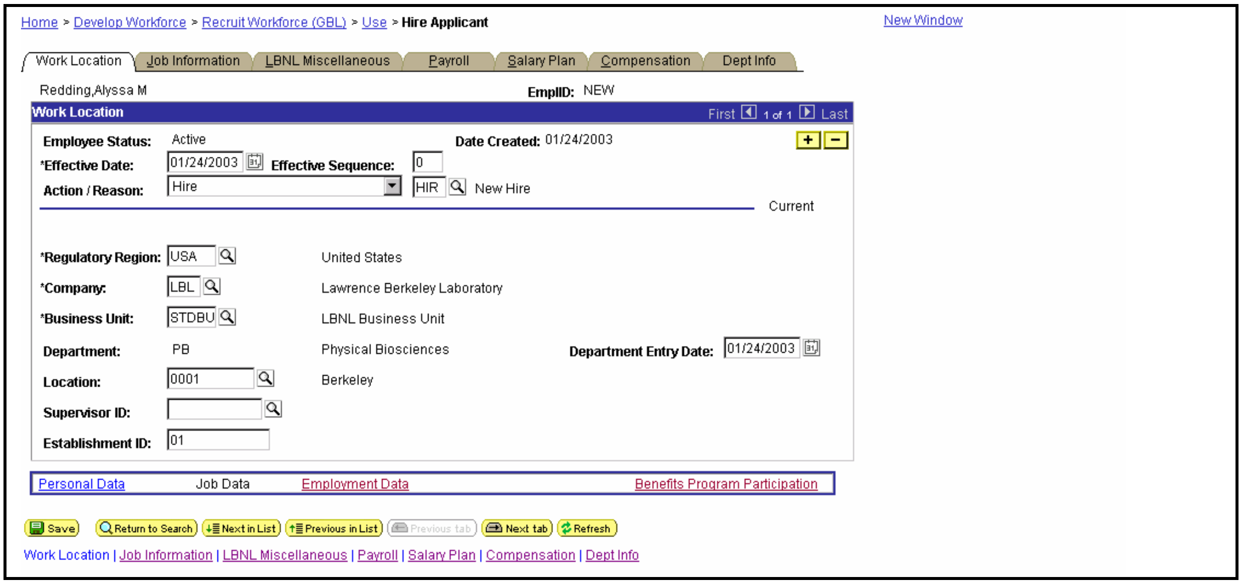
Req	Field Name	Type	Description
	Email ID	_	AutoFills/Updated by LBNL Postmaster, view only
*	**Mail Drop ID**	LU	Enter LBNL Mailstop, Use lookup.
	Phone Book Name	_	Display of name that will be listed in web directory. Displays after record is saved.
	Published in Phonebook	CB	Default: unchecked. View only. Contact tsc@lbl.gov for update. All active records are included in the printed phone directory. Check Box is used for Guest and Former Employees only.
	Hidden from Web Directory	CB	Default: unchecked – View only. Record will display on web directory, contact tsc@lbl.gov for update.
	Nickname	_	Enter alternate first name
	Nickname Code	VL	Enter desired action for nickname data. “Append” to add in parentheses to current name, “Replace” to replace first name field value, blank for no display changes.
*	**Location #**	_	First office or lab location must be 1. Insert outer record row to have multiple office/lab locations.
*	**Building**	LU	Enter Bldg. number. Use lookup. Data checked.
*	**Room**	LU	Enter room number. Use lookup. Data checked.
*	**Phones (type)**	LU	First phone type must be 1- Work Phone 1, insert new row for multiple phone types. (Fax, Work Phone 2, Cell, etc.).
*	**Work Phone**	-	Enter number. If LBNL extension number only enter the 4-digit extension, let system assign area code and prefix. If other number enter in phone format. Example:(415) 456-4657

*** Required for Directory and LAN Services**

Note: multiple Locations and/or Phones may be inserted by clicking on the add row button.

Hire Applicant: Job Data– Work Location Page

Here you indicate that you are hiring the employee and where the employee works in your organization. Employee Status, Employee Position Number and Location will be associated with the employee's Business Unit and Regulatory Region.

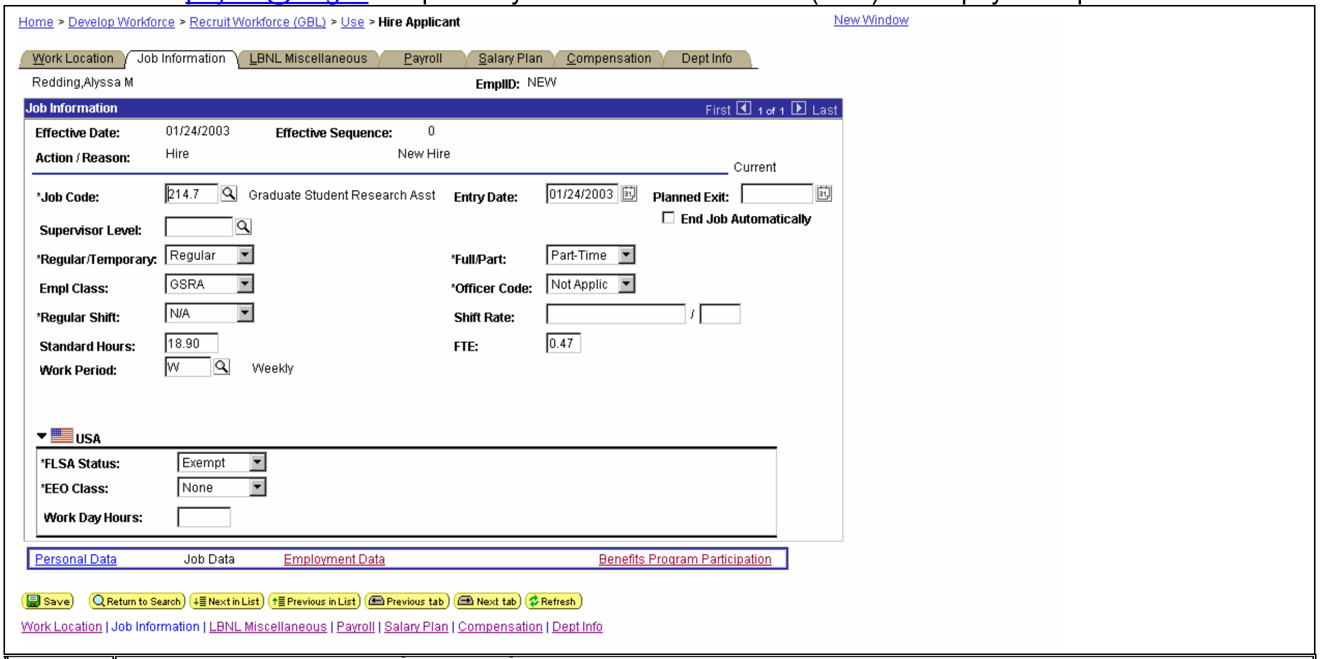


Req	Field Name	Type	Description
*	**Effective Date**	DT	Must be the "date of hire" (defaults to date entered on Personal History page)
	Effective Sequence	--	Must be "0" Zero
*	**Action**	VL	Defaults to HIRE
*	**Reason**	LU	Select from Value List (Should be "HIR"), unless it is a new hire record for a retiree from within the UC system. See value list.
	Regulatory Region	LU	Defaults to USA, do not edit
	Company	LU	Defaults to LBL, do not edit
	Business Unit	LU	Defaults to STDBU, do not edit
	Department	--	Auto-fills from Job Requisition.
	Department Entry Date	DT	Enter Hire Date (defaults to date entered on Personal History page)
	Location	LU	Defaults to Berkeley, do not edit Contact Payroll Manager to change
	Supervisor ID	LU	Leave blank, use LBNL custom field on Employment Data Page
	Establishment ID	LU	Defaults to 01, do not edit

* Required Field

Hire Applicant: Job Data – Job Information Page

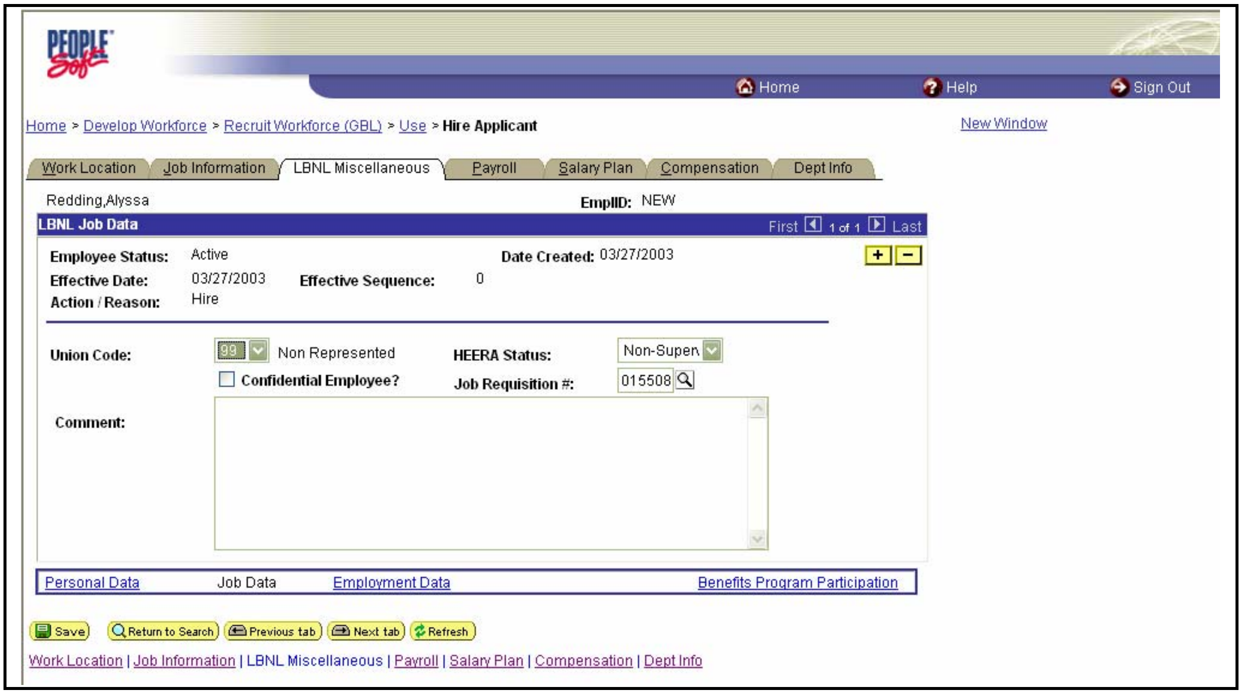
This page is effective dated and is entered only during the Applicant Hire process or by the payroll group. Send corrections to payroll@lbl.gov or update by Personnel Action Form (PAF) to the payroll department.



Req	Field Name	Type	Description
*	Job Code	LU	Defaults from Job Req, Update if necessary. Use lookup.
	Entry Date	DT	Leave blank, will auto fill with date when job code changes
	Planned Exit	DT	Leave blank, not used.
	End Job Automatically	CB	Leave blank, not used.
	Supervisor Level	LU	Leave blank, not used.
	Regular/Temporary	VL	Auto fills from Empl Class entry. (Regular: positions with no end date, Temporary: positions with end date.)
*	Full/Part	VL	Defaults from Job Req, Enter value, select from value list
*	Empl Class	VL	Defaults from Job Req, Enter value, select from value list
-	Officer Code	VL	Defaults to Not Applic. Enter value if necessary, select from value list. (head level appointments only, requires LD approval)
	Regular Shift	VL	Defaults to N/A, not used in HRIS. Shift code is in LETS.
	Shift Rate	-	Defaults blank, do not change.
*	Standard Hours	_	Defaults from Job Req, Enter hours worked per week. 40=100%
	FTE	_	Calculates from standard hours (1.0 = 100% or 40 hrs/wk)
	Work Period	LU	Defaults to W – weekly, do not change, LBNL hours are weekly.
*	FLSA Status	VL	Defaults from Job Code, Update as necessary
	EEO Class	VL	Defaults to “none”.
	Work Day Hours	_	Leave Blank. Not used.

* Required Field - Required only if applicable

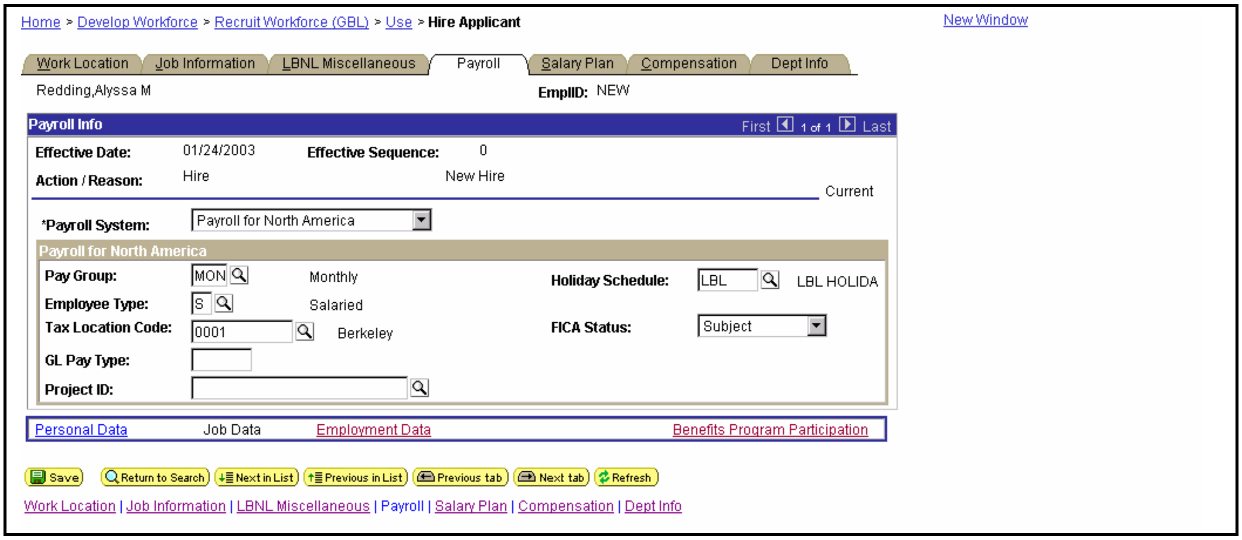
Hire Applicant: Job Data – LBNL Miscellaneous Page



Req	Field Name	Type	Description
*	**Union Code**	VL	Auto fills from Job Code entry, do not edit, requires LER approval.
*	**HEERA Status**	VL	Defaults to “Non-Superv”, edit as necessary. Requires LER approval since change will change union code.
-	**Confidential EE?**	CB	Check box if appropriate, edit as necessary. Requires LER approval. Update will change union code to “non-represented” code 99.
	Job Req Field		Required field for all new hires. Defaults. Do not edit.
	Comment	--	Enter special comments regarding this job data row.

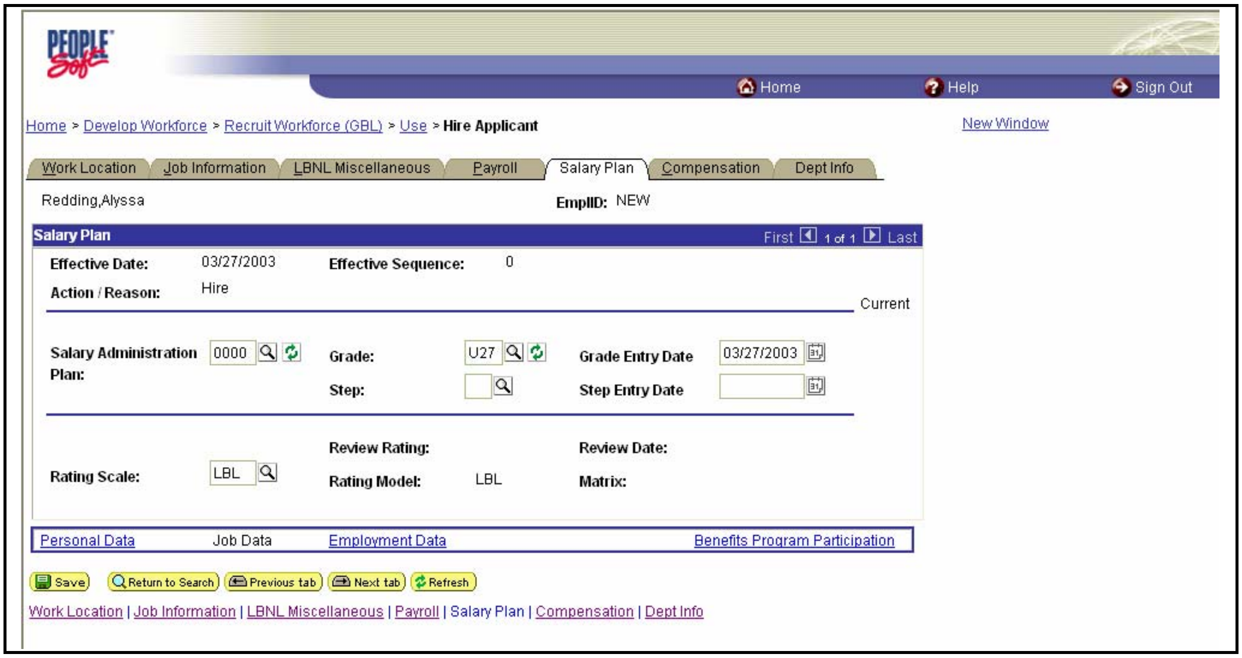
* Required Field - Required only if applicable

Hire Applicant: Job Data –Payroll Page



Req	Field Name	Type	Description
	Payroll System	VL	Defaults to "Payroll for North America". Do not edit
	Pay Group	LU	Defaults from Job Code. Do not edit
	Holiday Schedule	LU	Defaults to LBL. Do not edit
	Employee Type	LU	Defaults from Job Code. Do not edit
	Tax Location Code	LU	Defaults to 0001 Berkeley. Consult Payroll Manager for changes.
	FICA Status	VL	Defaults to Subject. Payroll will edit as necessary. (Note: You must indicate FICA eligibility on Employment Form. Write in pen. Indicate: Full FICA, Medicare or Exempt. Use guideline matrix as defined by Benefits Dept in the Benefits Matrix Appendix.)
	GL Pay Type	--	Not Used
	Project ID	LU	Not Used

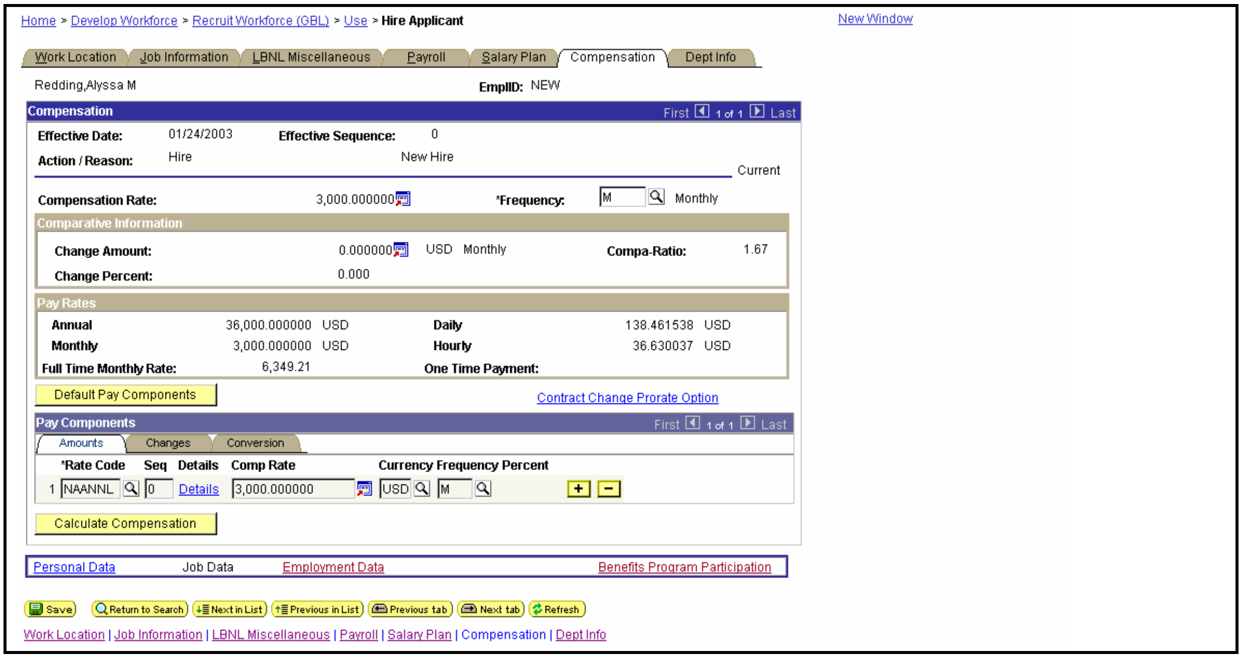
Hire Applicant: Job Data –Salary Plan Page



Req	Field Name	Type	Description
	Salary Administration Plan	LU	Defaults to 0000. Do not edit. Will populate correctly in Administer Workforce.
	Grade	LU	Blank. Do not edit
	Grade Entry Date	DT	Blank. Do not edit
	Step	LU	Blank. Do not edit
	Step Entry Date	DT	Blank. Do not edit
	Rating Scale	LU	Defaults to LBL. Do not edit.

Hire Applicant: Job Data –Compensation Page

This page establishes information about the new hire's Compensation Frequency, and Compensation Rate.

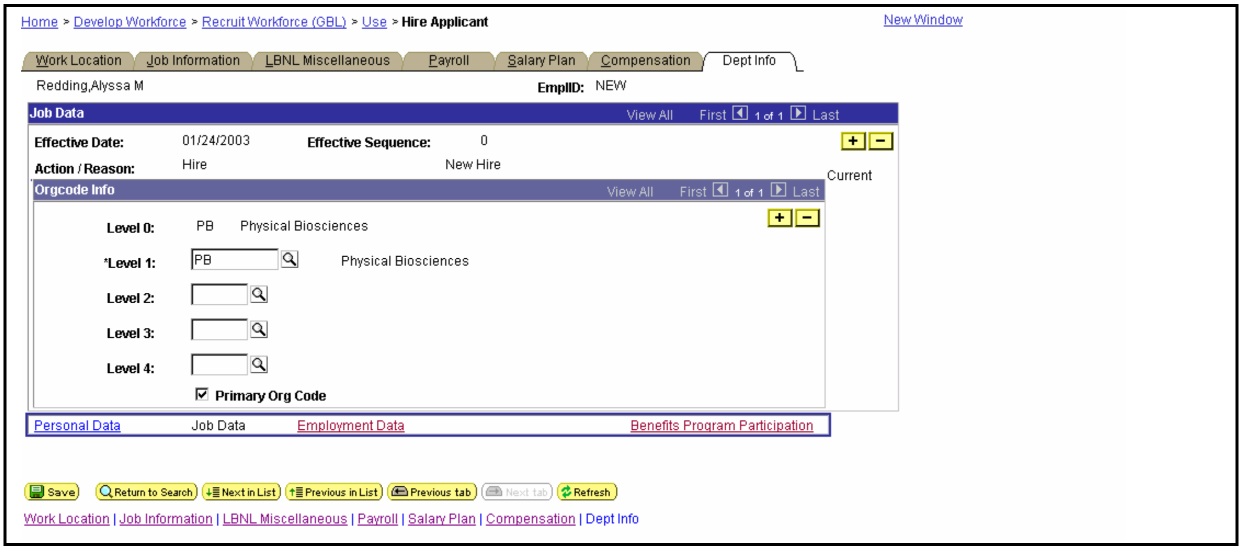


Req	Field Name	Type	Description
	Compensation Rate	_	Auto fills from Pay Component area. "Calculate Compensation" button must be pressed to populate this field.
	Frequency	LU	Auto fills from Job Code, may be edited with approval only. Use lookup.
	Comparative Information	-	Displays amount and percent changes in Compensation Rate for this row compared to the one before it.
	Pay Rates	-	Displays calculated Hourly, Daily, Monthly, Annual, and FT Monthly rates for the Compensation Rate.
*	**Rate Code**	LU	Enter for Hourly (Hourly) or Flat Rate (Monthly), used for calculating the compensation. Use lookup.
	Seq	_	Not Used, we only have one rate code
	Details	LINK	Not Used
*	**Comp Rate**	_	Enter Comp Rate (be sure to enter the **amount of their paycheck** if monthly, not FTE) and press "Calculate Compensation" button to populate Comp Rate field.
	Currency	LU	Default is USA, do not change
	Frequency	LU	Auto fills from Rate Code.
	Percent	-	Display not populated

* Required Field

Hire Applicant: Job Data –Dept Info Page

Dept Info is an LBNL custom page. Here you can track the employee's Level 1, 2, 3 & 4. You can also insert a row to include a secondary org code.



Req	Field Name	Type	Description
*	**Level 1**	LU	Auto fills from Job Req. Edit if necessary. Use look up.
	Level 2	LU	Auto fills from Job Req. Edit if necessary. Use look up.
	Level 3	LU	Auto fills from Job Req. Edit if necessary. Use look up.
	Level 4	LU	Auto fills from Job Req. Edit if necessary. Use look up.
	Primary Org Code	CB	Check this box for the row containing the Primary Org Code

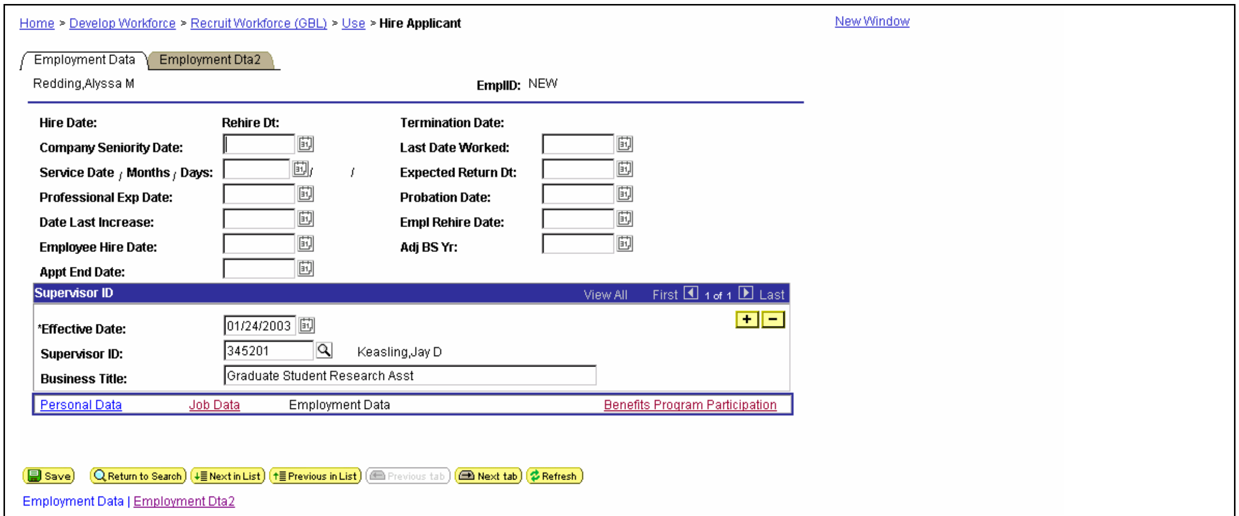
* Required Field

Insert multiple orgcode rows as needed. Max is two rows. Must be unique Level 1.

NOTE: A secondary org code is required for ASD employees

Hire Applicant: Employment Data –Employment Data Page

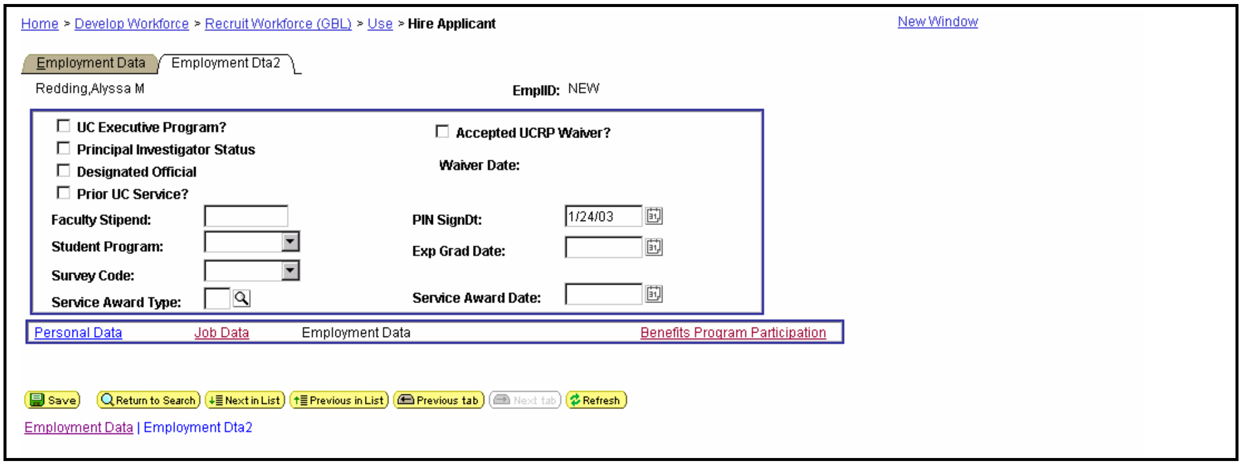
Employment Data contains additional important employee information such as Company Seniority and other work date related fields. You can also enter optional employment-related data such as adjusted BS Year and supervisor.



Req	Field Name	Type	Name
	Company Service Date	DT	Leave blank, system will auto-fill
	Last Date Worked	DT	Leave blank, system will auto-fill
	Service Date	DT	Leave blank, system will auto-fill
	Expected Return Dt	DT	Leave blank, system will auto-fill
	Professional Exp. Date	DT	Leave blank, system will auto-fill
	Probation Date	DT	If applicable to this hire, enter end date of probation period.
	Date Last Increase	DT	Leave blank, system will auto-fill
	Empl Rehire Date	DT	Leave blank, system will auto-fill
	Employee Hire Date	DT	Leave blank, system will auto-fill
	Adjusted BS Year	DT	Update as necessary
*	**Appt. End Date**	DT	Enter as Applicable
*	**Effective Date for Supervisor ID**	DT	For Hire action, must be the same as Effective Date on Work Location page
*	**Supervisor ID**	LU	Auto fills from Job Req, Update if necessary. Use lookup.
	Business Title		Auto fills from Job Req, Update if necessary.

* Required field

Hire Applicant: Employment Data –Employment Dta2 Page



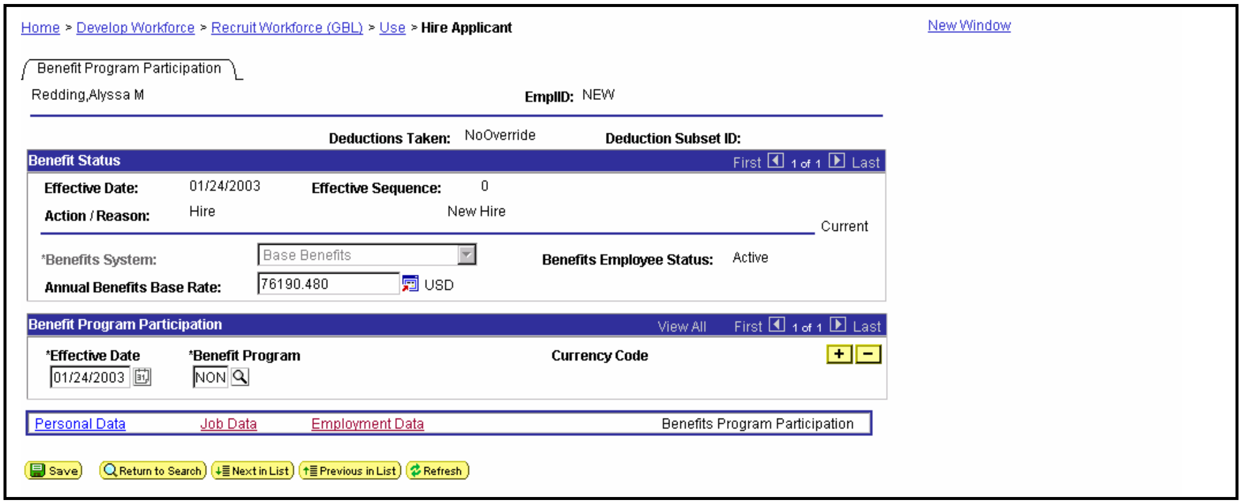
Req	Field Name	Type	Description
	UC Executive Program	CB	Check if applicable
	Accepted UCRP Waiver	CB	Check if applicable
	Principal Investigator Status	CB	Check if applicable
–	**Designated Official**	CB	Check if position is a “designated position”, financial disclosure statement is required. Auto-fills from Job Requisition. Refer questions to LBNL Conflict of Interest Coordinator
	Waiver Date	_	Enter Date if applicable for rehire of retiree
	Prior UC Service	CB	Check if applicable, edit Seniority or Service date
	Faculty Stipend	_	Enter if applicable
*	**PIN Sign DT**	DT	Date of Hire – activates UCOP web pin date. Will auto populate with date of Hire action, when record is saved.
	Student Program	VL	Enter if applicable, select from value list
	Exp Grand Date	DT	Enter Date if applicable
	Survey Code	VL	Not used
	Service Award Type	LU	Enter last Service Pin type received. Use look up.
	Service Award Date	DT	Enter date of receipt of corresponding service pin type.

* Required Field

- If this is a Designated Position you must print the “Assuming Office Letter” at the time of hire.
Administer Workforce>Administer Workforce Division>LBNL_Reports>Assume
See the bottom of the hardcopy letter for distribution list.

Benefit Program Participation

Use the Benefit Program Participation page to specify the Benefit Program.



Req	Field Name	Type	EMPLOYMENT DATA
	Benefits System	VL	Display only, default is Base Benefits
	Benefits Employee Status	_	Display only, active status of the job row
	Annual Benefits Base Rate	_	Calculated at time of hire or rehire. Recalculated annually.
*	**Effective Date**	DT	Enter Date of Hire or rehire action.
*	**Benefit Program**	LU	Enter appropriate Program Code, according to Benefit Plan Matrix. Using the lookup, choose the most recent effective dated row for the Program Code. See Appendix A for program eligibility.
	Currency Code	_	Defaults to US Dollars.

* Required Field

Note: Remember that the Effective date on Name, Address, Personal Profile, Work Location, and Employment Data pages **MUST** all be the new employee's start date.

Click Save. Return to Procedure pages 2-28 and 2-29 to complete the process.

<u>Possible System Warning & Error Messages</u>
Error messages may require an action. Warnings contain information.

If you missed a required field such as Work Phone1 or Benefits Program Participation, the system will give you an error message and may take you back to the missing field when you click OK. You must enter this required information.

A warning will also let you know that you have updated job information that is relevant to compensation. The record should save when you click OK.

An employee number will now be assigned to your new hire.

The Job Requisition Closeout Process

Once you have completed the Recruitment Process, and have received the acceptance of the offer for the applicant, complete the Job Requisition Close Out Process.

Procedure

1. Review status of all records attached to the Job Requisition under Use/Requisition Activity – Applicants page.

    Note: Click "View All" in order to see all of the applicants tied to this requisition. Default only displays 5.
    -or-
    Run the query REC_TRACKED_APPL_BY_REQ.

2. Update Applicant Activity pages as necessary. The Applicant Offer status should be "accepted".

3. Create the Close Job File – this is a hard copy file maintained by the divisions and is required for all posted positions.

    Include:
    - Position Description – copy of the Job Posting
    - Job Requisition/Hire Request – an LBNL_Report
    - Selection Log – an LBNL_Report

4. Maintain Closed Job Files at Division for three (3) years. After three years destroy.

About the Selection Log:

SELECTION LOG is an LBNL Report that documents the disposition of all applicants attached to a requisition.

Applicant Activity must be complete in order for the selection log report to run successfully. The Selection Log should not be run until the hire or rehire actions have been completed in HRIS.

- Prompts by requisition number.
- The selection log "comment" field is populated based on data from the Applicant Activity pages. *Standard LBNL comments are listed below.*

<u>Legend of Selection Log Comments:</u>

When Offer status is "accepted" – then "Applicant was the best qualified for the position."

When there is only Interview data with no offer – then "The Laboratory selected the best qualified candidate for the position: the applicant was not the best qualified candidate."

When only Routing data exists, there is no interview data – then "the Laboratory interviewed only very well qualified applicants: applicant was not considered to be very well qualified."

Reports and Queries

Overview

HRIS 8.3 runs both reports and queries to web based applications. The output may be printed or saved to the user's desktop according to the output selected at the time the report or query is run.

SQR and Crystal – There are two primary Report types, SQR and Crystal. Both report types 'print' the output to Adobe Acrobat. Hardcopies can be reviewed and printed from there.

Queries – Always output to an html version of Excel. Users should use the .CSV format to save the query output to their desktop. This file should be opened with Excel – the data will automatically parse the data into the worksheet. Note: Data formats for numbers (including emplid), date, time, and dollar values will need to be formatted. This version of query-excel does not impose standard formatting on the exported data fields. Tips on formatting output in Excel are included in this section.

How to Run a Report

Run Control ID

When you want to run a report or process, you need to tell the system when and where you want it to print. For most reports or processes, you also need to set parameters that determine the content of the report, such as the business unit or time period on which to report.

A run control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a run control with those settings. The next time you run the report, you select the run control, and the system fills in the settings.

A run control is created in "Add" mode and is saved when either the save button is pressed or when the selected report runs successfully. Once you create a run control ID you should always use the same one.

List of Recruitment Reports

- Salary Offer Worksheet (SQR)
- Requisition Status (SQR)
- Candidate Listing (SQR)
- Selection Log (SQR)
- Job Requisition/Hire Request (Crystal)

How to Run an SQR Report

1. **Select the Report** you wish to run (update display mode)
2. Enter a **Run Control ID**
3. Enter **Parameters** or skip to step 4
4. Click the **"Run" button**
5. Select Server Name: **PSUNX**
6. Select Type: **Web**
7. Select Format: **PDF**
8. Click **OK**, the report will "process"
9. To view and print the report, Click the **Process Monitor link**
10. Click the **"Refresh" button** until the Run Status is **"Success"**
11. Click **Details link**
12. Click **View Log/Trace link**
13. Click **the *.pdf file link (the name will consist of the file name and run instance #)**
14. **View** and **print** report from Acrobat .pdf file using the Acrobat print icon.

How to Run a Crystal Report

1. **Select the Report** you wish to run (update display mode)
2. Enter a **Run Control ID**
3. Enter **Parameters** or skip to step 4
4. Click the **"Run" button**
5. Select Server Name: **PSNT**
6. Select Type: **Web**
7. Select Format: **PDF**
8. Click **OK**, the report will "process"
9. To view and print the report, Click the **Process Monitor link**
10. Click the **"Refresh" button** until the Run Status is **"Success"**
11. Click **Details link**
12. Click **View Log/Trace link**
13. Click **the *.pdf file link (the name will consist of the file name and run instance #)**
14. **View** and **print** report from Acrobat .pdf file using the Acrobat print icon.

How to Run a Public Query

Accessing the Query Manager

Roadmap

Home > PeopleTools > Query Manager > Use > Query Manager

How to Run an Existing Query without 'opening the query'

1. **Search for the Query** you wish to run
   - Enter a partial query title and click the Search button
   - Leave search criteria blank to view all available Queries
2. Click **Search button** to list available Queries
3. Click the **Run link** on the row for the title you wish to execute, a separate IE window will open to display the prompts and results.
4. Enter **Prompts if applicable** and Click the View Results button. If the query has no prompts your query results will be displayed.
5. Results will display in IE html page. Data can be viewed or downloaded to your desktop.
6. To download to Excel –**Use the "CSV Text File" link**. Do Not use the "Excel Spreadsheet" link.
   - *CSV Text File link* creates a simple text file that is automatically opened in Excel and easily formatted
   - *Excel Spreadsheet link* creates an excel file with very unfriendly formatting. Not recommended.
7. Save the CSV file to your desktop, rename if desired.
8. Double click the CSV file on your desktop and the file will open in Excel. Format the file as needed. See Query Excel formatting tips listed a below.
9. To exit the query, Close the Query – Results IE window.
10. To run a new query, Activate the Query Manager IE window, it should still be open but minimized.

NOTE: A query must be "SAVED" before it will run. If you edit any part of a query you must first save it before running.

Tips on formatting your Query Output

1) When you first open the CSV file, always format the spreadsheet and save.

   a) Select all cells in the spreadsheet using the top left cell. Hot Key: Ctrl-A
   b) AutoFit the column width – Format, Column, AutoFit Selection. Hot Key: Alt-O,C,A
   c) Left Justify all columns – click the Align Left tool bar button
   d) Change the .CSV format of the spreadsheet - Save your CSV file, edit the "Save as type" to be Excel Workbook, Click OK.

2) Use Excel's Format, Cells menu option to standardize field by column. Fields that we suggest formatting are: Numbers (including emplid), Dates, and Time.

Summary

In PeopleSoft, APPLICANT HIRE is the process of creating a record for a person for the first time in the system. REHIRE is the action to reactivate an existing record that already exists in the system.

1. The APPLICANT HIRE process automatically puts you in ADD mode to create a new record.
2. In the APPLICANT HIRE process you can either let the system assign a new unused employee ID number or you can specify the employee ID number to be use.
3. ALWAYS do a **Historical Employee** search by name and partial name to determine if any other numbers exist for the person.
4. Never HIRE an individual who already has an existing record in the system. The correct action is to REHIRE the individual. *Rehires must be sent to the Payroll Department for data entry.*
5. If two Applicant numbers exist use the most recent and send a message to HRIS@lbl.gov that the duplicate exists.

NOTE: Valid employee ID numbers for employees are 6-character numeric only.

- **Any numbers starting with a "P" are old and invalid and must be converted prior to any actions on the record.**
- **Multiple numbers for a person also constitutes an invalid number situation and the records must be consolidated prior to any actions on the record.**
- **Review and correction of invalid employee numbers or multiple records for any person are sent to HRIS@lbl.gov**